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## CCARC Non-Harassment Policy

1. **PURPOSE:** The club seeks to foster an open and inclusive environment in which all members are treated with respect. The purpose of this policy is to establish that harassment of any type will not be tolerated within the club and action will be taken when reported or otherwise discovered.
2. **BACKGROUND:**
  - A. Harassment is all too common, and can ruin a great organization and turn any organization into a toxic and unproductive environment. Harassment is often unreported as victims may be unsure of what qualifies and what to do when they experience it.
  - B. Harassment occurs when the behavior of a member interferes with another member's success or results in a hostile environment within the club.
3. **POLICY:**
  - A. Experiencing or discovering harassment should result in immediate reporting and subsequent action being taken.
  - B. All instances of alleged harassment should be reported to a club officer or director.
  - C. Investigations of reported harassment will be conducted by at least two board members or officers.
  - D. Confidentiality is paramount and will be used in all areas of reporting, investigating, and results of a member's claim of harassment.
  - E. During the course of the investigation, if evidence suggests a potential criminal act the club's investigation shall cease and the proper agency will be notified.
  - F. If corrective action is determined as the outcome, it could range from a behavioral consultation to removal from the club.

Attachment 1 – Examples of harassment

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## **Attachment 1 - Examples of harassment**

**A. Examples of Non-Sexual Harassment:** Behavior such as making racist or negative comments can also be construed as harassment. Offensive gestures, drawings, or clothing also constitute harassment. Harassment includes discrimination and is not limited to the following examples:

1. Making negative comments about a member's personal religious beliefs, or trying to convert them to a certain religious ideology
2. Using racist slang, phrases, or nicknames
3. Making remarks about an individual's skin color or other ethnic traits
4. Displaying racist drawings, or posters that might be offensive to a particular group
5. Making offensive gestures
6. Making offensive reference to an individual's mental or physical disability
7. Sharing inappropriate images, videos, emails, letters, or notes
8. Offensively talking about negative racial, ethnic, or religious stereotypes
9. Making derogatory age-related comments
10. Wearing clothing that could be offensive to a particular ethnic group
11. Making offensive reference to marital status
12. Making offensive reference to personal appearance
13. Making offensive reference to family responsibilities
14. Making offensive reference to political affiliation

**B. Examples of Sexual Harassment:** It doesn't matter who makes the offense. If the person's conduct creates a hostile environment, it makes it difficult for a member to participate, or interrupts a member's success, it is considered harassment.

Sexual harassment is not limited to making inappropriate advances. It includes any unwelcome verbal or physical behavior that creates a hostile environment. Victims of the harassment may not be just the target of the offense, but anyone who is affected by the inappropriate behavior. Another person standing nearby when inappropriate sexual comments are uttered may be affected, even if the comments aren't directed toward them.

1. Sharing sexually inappropriate images or videos, such as pornography or salacious gifs, with other people
2. Sending suggestive letters, notes, or emails
3. Displaying inappropriate sexual images or posters in the workplace
4. Telling lewd jokes, or sharing sexual anecdotes
5. Making inappropriate sexual gestures
6. Staring in a sexually suggestive or offensive manner, or whistling
7. Making sexual comments about appearance, clothing, or body parts
8. Inappropriate touching, including pinching, patting, rubbing, or purposefully brushing up against another person
9. Asking sexual questions, such as inquiries about someone's sexual history or their sexual orientation
10. Making offensive comments about someone's sexual orientation or gender identity

Any actions or words with a sexual connotation that interfere with a member's ability to participate or create an uncomfortable atmosphere are considered sexual harassment.