



Policy #108 – Harassment Prevention

Context:

MN COLA is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment. Therefore, MN COLA expects that all relationships among persons in the course of our work will be business-like and free of bias, prejudice, discrimination, and harassment.

Policy Background:

In order to keep this commitment, MN COLA maintains a strict policy of prohibiting unlawful harassment of any kind, including sexual harassment and harassment based on race, color, religion, national origin, sexual orientation, gender identity or expression, sex, age, physical or mental disability, or any other characteristic protected by state, federal or local employment discrimination laws. This policy applies to all volunteers and employees, including supervisors and non-supervisory employees, and to nonemployees participating in MN COLA business who engage in unlawful harassment in the workplace.

Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either:

1. Submission to such conduct is made an explicit or implicit term or condition of volunteer opportunities or employment; or
2. Submission to or rejection of such conduct by an individual is used as the basis of volunteer opportunities or employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Volunteers and employees who violate this policy are subject to discipline

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up to and including the possibility of immediate discharge.

Examples of unlawful harassment include, but are not limited to:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, e-mail and faxes or gestures.
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work directed at a volunteer or employee because of the volunteer's or employee's sex or another protected characteristic.
- Threats and demands to submit to sexual requests in order to keep one's job or position, or to avoid some other loss, and offers of volunteer opportunities or employment benefits in return for sexual favors.
- Retaliation for having reported or threatened to report unlawful harassment.

Policy Details:

Any volunteer, employee, or other person who believes they have been harassed by a volunteer, co-worker, or supervisor of MN COLA or by a nonemployee should promptly report the facts of the incident or incidents and the names of the individual(s) involved to their supervisor (if any), MN COLA Human Resources leader (if any), MN COLA Vice-President, or MN COLA President. Upon receipt of a complaint, MN COLA will undertake a prompt, thorough, objective and good faith investigation of the harassment allegations.

If the organization determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any volunteer or employee determined by MN COLA to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination.

Volunteers and employees will not be retaliated against for filing a

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MN COLA



Minnesota Coalition of Lake Associations

complaint and/or assisting in a complaint or investigation process. Further, we will not tolerate or permit retaliation by Officers, Directors, supervisors, co-workers, or co-volunteers against any complainant or anyone assisting in a harassment investigation.

As approved:

A handwritten signature in black ink, appearing to read 'J Shneider'. The signature is written in a cursive, slightly slanted style.

Joe Shneider, President
March 14, 2021