



North Country Mission of Hope

Working Together to Improve Lives

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NON-HARASSMENT POLICY

(Adopted by Leadership Team – February 6, 2003)

North Country Mission of Hope, a non-profit corporation, is committed to maintaining a work/volunteer environment that is free of discrimination. In keeping with this commitment, NCMOH will not tolerate harassment of employees/volunteers in connection with their work or other paid or unpaid employment-related or volunteer-related activities. This applies to anyone, including any officer, director, Leadership Team member, active member, contributing member, do-worker, volunteer, sponsor, or other invitee.

This policy prohibits harassment involving conduct whether verbal, physical or visual, that is based on race, color, religion, sex (gender or sexual harassment), national origin, protected veteran status, disability, age, sexual orientation or any other consideration made unlawful by federal, state or local laws.

One type of harassment that deserves specific mention is sexual harassment, which involved sexual advances, requests for sexual favors, or other physical, verbal or visual conduct of a sexual nature. While an exhaustive list of such prohibited conduct is not possible, some examples include, but are not limited to:

- offers of positive employment-related consequences for sexual favors;
- threats of negative employment-related consequences for denials of sexual favors;
- physical contact of a sexual nature, such as grabbing, pinching, petting, hugging, kissing, brushing, rubbing, etc.;
- express or implied requests for sexual conduct;
- inquiries or comments about one's own or another's sex life, sexual ability or sexual body parts;
- displays of sexually explicit, sexually suggestive, foul or obscene photographs, cartoons, printer graphic or other visual material or objects;
- written or verbal references to sexual conduct;
- inappropriate references to the male or female anatomy;
- whistling, hooting, leering or staring in a sexually-suggestive manner;
- telling or distributing sexual jokes;
- sexually oriented "kidding", "teasing", or "practical jokes";
- vulgar or obscene language.

Such conduct may be unlawful when it involves any of the following conditions:

1. submission to the conduct is an explicit or implicit term or condition of employment,
2. submission to or rejection of the conduct is used as the basis for an employment decision, or
3. the conduct has the purpose or effect of unreasonably interfering with an individual's work/volunteer performance or creating an intimidating, hostile or offensive work/volunteer environment.

In addition to sexual harassment, harassment is likewise prohibited based on any of the reasons listed above (race, color, religion, etc.). While an exhaustive list of such prohibited conduct is not possible, some examples include, but are not limited to:

- racial, ethnic or religious slurs, jokes or derogatory remarks;
- jokes or comments about gender-specific traits;
- comments reflecting stereotypes or cultural biases;
- photographs, cartoons, printed, graphic or other visual material or objects which others may reasonably find offensive or degrading.

Such conduct may be unlawful when it affects employment opportunities, interferes unreasonably with an individual's work/volunteer performance, or creates an intimidating, hostile or offensive work/volunteer environment.

This policy goes beyond simply prohibiting harassment that is unlawful. North Country Mission of Hope intends to foster a work/volunteer environment in which everyone is treated with courtesy and respect. Accordingly, this policy prohibits conduct that is inappropriate in the work/volunteer environment, even when that conduct is not necessarily illegal (for example, when it does not result in the adverse consequences required to establish a violation under law).

Each NCMOH employee/volunteer is responsible for helping to assure that Corporation sites and activities are free of harassment. If you feel that you have experienced or witnessed harassment, first tell the offending individual to stop the objectionable conduct. In many cases, a firm comment from you is sufficient to end the objectionable conduct. Also, inform the NCMOH Executive Director of the objectionable behavior. If you cannot reach the Executive Director, or if the Executive Director is the offending individual, contact the President, Vice-President, Secretary, or Treasurer of NCMOH. (Names of this Executive Committee are listed below). During any Mission trip, an individual will be designated and announced as the one to receive complaints of possible harassment. These matters may involve sensitive or embarrassing issues, but NCMOH treats all complaints seriously. Possible harassment can only be dealt with effectively if it is reported. Do not wait until the conduct becomes severe or pervasive to report it. It is a violation of this policy, and may also be unlawful to retaliate against anyone who reports observed conduct, submits a complaint, participates in an investigation regarding a complaint, or otherwise participates in a proceeding or hearing by any governmental agency or commission. Therefore, you are assured that no such retaliation will be tolerated.

This policy and the law required that all harassment complaints be investigated thoroughly and promptly. The investigator(s) will be impartial active members of NCMOH. Confidentiality will be maintained throughout the investigatory process to the extent practical and consistent with the obligation to undertake a full investigation. Within 10 (ten) calendar days of the initial complaint, both the accuser and the accused will receive a written summary of the complaint and a report of the investigative findings. This written report, along with the recommendation of the investigator(s) for a remedy, will be forwarded to the NCMOH Executive Committee. Both the accuser and the accused will be offered an opportunity to be heard by the Executive Committee. Such hearing will occur within 5 (five) calendar days after the written report has been issued. Within 2 (two) calendar days after the hearing, if any, the Executive Committee will rule on the alleged harassment. If the accusation is unfounded, there will be no action. If the Executive Committee confirms that harassment or other inappropriate conduct has occurred, NCMOH will take appropriate action, which may include but not be limited to: a letter of reprimand; counseling, suspension from membership or employment for a set period of time; termination of membership or employment.

NCMOH Executive Team 2010-2011: President-Bonnie Black; Vice-President-James Carlin; Executive Secretary-Roger Patnode; Treasurer-Kathy Epler; Executive Director-Sr. Deborah Blow, OP

My signature below confirms that I have read the **NON-HARASSMENT POLICY** above as approved by the NCMOH Leadership Team on February 6, 2003. I understand my responsibilities and the procedures as outlined in this document.

Name _____
(Please Print)

Signature _____ Date _____