

## INENA CHAPTER POLICY

### Sexual Harassment Policy

Illinois NENA is committed to maintaining a collegial atmosphere and work environment that is free from discrimination and unlawful harassment in which directors, members and contractors at all levels are able to devote their full attention and best efforts in service to the Association. Illinois NENA believes that each person should be given an equal right to succeed based on his or her abilities and performance, without being bothered or distracted by offensive behavior on the part of others.

Harassment, either intentional or unintentional, has no place in the Association. Accordingly, Illinois NENA does not authorize and will not tolerate any form of unlawful harassment of or by any individual of the Association based on race color, religion, gender, sex, pregnancy, disability, age, national origin/ancestry, military service, or any other factor protected by law. The term "harassment" for all purposes includes, but is not limited to, offensive language, jokes, or other verbal, graphic or physical conduct relating to an employee's race, color, religion, gender, sex, pregnancy, disability, age, national origin/ancestry, military service, or any other factor protected by law, which would make a reasonable person experiencing such harassment uncomfortable in the work environment or which could interfere with a person's service to the Association.

Illinois NENA takes the matter of harassment very seriously. All acts of harassment, whether or not specifically mentioned in this policy, are offensive and could result in disciplinary action, up to and including discharge of a contractor or disbarment of a member.

**Sexual Harassment.** Is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that adversely affects the terms and conditions of service, when:

- Submission to the conduct is made either explicitly or implicitly a condition of service;
- Submission to or rejection of the conduct is used as the basis for a decision affecting the harassed individual; or
- The sexual conduct substantially interferes with a person's performance or creates an intimidating, hostile or offensive environment.

Prohibited acts of sexual harassment can take a variety of forms ranging, from off-color jokes to subtle pressure for sexual activity to physical assault. The following are examples of prohibited conduct:

- Threat or suggestion of sexual relations or sexual contact;

- Threats or insinuation that the person's service, employment, promotional opportunities, or work assignments, may be adversely affected by not submitting to sexual advances;
- Repeated requests for social engagements or interactions when the individual has otherwise indicated such invitations are unwelcome;
- Continual or repeated verbal abuse of a sexual nature including graphic commentaries regarding a person's body; comments regarding sexual behavior; sexually degrading words to describe a person; sexually suggestive gestures, including staring, leering, or ogling the person's body; unwelcome requests for sexual behavior; lewd comments, sexual innuendoes, and other vocal activity such as catcalls, wolf whistles, etc;
- Unwanted touching, rubbing, patting or other physical contact with a person;
- Display of photographs, cartoons, articles, or other written materials or objects of a sexual nature; and
- Transmitting or accessing sexually explicit materials by computerized, electronic or other means, such as e-mail and voice mail.