

LVCBA Policy:

**WORKPLACE HARASSMENT**

Revision Nbr **01**

Effective Date: **3/31/14**

This Policy was Approved for use by the LVCBA Board of Directors on March 31<sup>st</sup>, 2014.

**I. APPLICATION**

- A. The Lehigh Valley Community Broadcasters Association (“LVCBA”) strives to provide an atmosphere of safety and mutual respect. Therefore, harassment in any form will not be tolerated. The LVCBA prohibits all forms of harassment, as defined by this policy. Complaints of harassment will be promptly investigated and corrective action, up to and including termination, will be taken when the allegations are substantiated. To the extent possible, confidentiality will be maintained for all parties, consistent with the LVCBA’s legal and investigative responsibilities.
- B. The President of the Board shall organize appropriate training of all affected parties, preferably to coincide with the start of each financial year. The Executive Director shall create a Training Record and archive the Record consistent with prevailing Document Retention policy.

**II. DEFINITIONS**

For purposes of this policy, harassment consists of verbal, written, sign language, electronic, graphic, or physical contact relating to an individual’s race, color, national origin/ethnicity, sex, age, disability, sexual orientation, or religion which is offensive or objectionable to the recipient, which causes the recipient discomfort or humiliation, or which interferes with the recipient’s work performance (includes an ability to participate in or benefit from the program or activity).

Sexual harassment is any unwanted verbal, sign, or physical sexual advance, sexually derogatory statement or sign, or sexually discriminatory remark or sign made by someone in the workplace which is offensive or objectionable to the recipient, which causes the recipient discomfort or humiliation, or which interferes with the recipient’s work performance (includes an ability to participate in or benefit from the program or activity).

Examples of comments and conduct that may constitute harassment include but are not limited to:

1. Sexual flirtations
2. Gesture or sign
3. Jokes
4. Advances
5. Touching
6. Propositioning
7. Verbal abuse
8. Graphic or suggestive comments about an individual's body or dress
9. Degrading words used to describe an individual
10. Pin-ups
11. Calendars
12. Objects
13. Graffiti
14. Vulgar statements
15. Innuendoes
16. References to sexual activities
17. Overt sexual conduct
18. Sexual text messages
19. Sexual social media posts
20. Sexual sign language

### **III. REPORTING PROCEDURES**

No employee will be disciplined or reprimanded in any way for making a good faith report of harassment. Further, the LVCBA will not tolerate retaliation against an employee who reported harassment.

An employee who experiences, witnesses, or learns about harassment in the workplace must immediately report the incident to her or his immediate supervisor. When a supervisor receives a complaint of harassment, s/he must inform the Executive Director, regardless of the employee's preference for how the situation is handled or the length of time that has passed after the incident. For allegations of harassment against an employee's supervisor, the employee should report to the Executive Director. When the allegations of sexual harassment are against the Executive Director, the employee should report to the Board President or other Board Officer. Board Officers (President, Vice

Presidents, Treasurer and Secretary) are listed at [www.wdiy.org](http://www.wdiy.org) on the BOARD OF DIRECTORS page.

After the Executive Director or Board President or other Board Officer receives a report of harassment, an investigation will be undertaken. The investigation may consist of individual interviews with anyone involved, including the accused, any witnesses, and any other knowledgeable parties. Depending upon the results of the investigation, the harassment may result in discipline of the offender, up to and including termination from employment.

**• END OF POLICY •**