

## **A. Policy Against Discrimination and Harassment in General**

### **Article 1: Purpose.**

FYLPRO has a fundamental commitment to treating its members with dignity and respect. The support of equal employment opportunity includes the recognition that all members have the right to work in an environment free of discrimination and harassment, whether on account of race, color, religion, creed, sex, national origin, ancestry, age, mental or physical disability, medical condition, marital status, pregnancy, sexual orientation, gender identity, gender expression, any veteran status, any military service or application for military service, genetic disposition or carrier status or any other category protected by federal, state or local laws. Any offensive conduct that interferes with a member's working conditions or job performance or creates a hostile or intimidating work environment, whether it is during or outside of "normal" working hours, is considered inappropriate. Such conduct can be verbal or physical in nature, but is not limited to: spoken statements, written statements, drawings and graphic images.

Harassment and discrimination by any members or third parties with whom FYLPRO does business is unlawful and will not be tolerated. Accordingly, derogatory racial, ethnic, religious, ageist, disability-related, sexual orientation-related or other inappropriate remarks, slurs or jokes based on any category protected by law will not be tolerated.

### **Article 2: Policy**

#### **Section 1. Commitment**

Because FYLPRO takes complaints of harassment and discrimination in the workplace seriously, FYLPRO is committed to the following actions:

1. FYLPRO will respond promptly to all reported complaints;
2. FYLPRO will use due diligence in investigating all complaints;
3. FYLPRO will impose such corrective action as is necessary to stop the discrimination or harassment, including disciplinary action up to and including immediate termination.

#### **Section 2. Process**

1. Any member who believes that he or she has been subject to harassment or discrimination while under the auspices of FYLPRO and its programs should report their concerns to FYLPRO's President and Vice President..
2. Members are encouraged to report all inappropriate situations, regardless of who is creating the situation as soon as possible. If the President or Vice-President are involved in the complaint, members should contact the remaining Executive Committee.
3. The President and Vice President shall inform FYLPRO's legal counsel of the complaint.
4. If further investigation is required, the President and Vice President shall appoint up to three (3) members of the Board of Directors to collect additional information.
5. The appointed members shall report findings and recommended actions to the

President and Vice President.

6. The President and Vice President, with advice from FYLPRO's legal counsel, shall report back to the member or appropriate parties its findings and proposed course of action.
7. While it is FYLPRO's goal to promptly resolve all issues internally, members should note that they may file a formal complaint with the Equal Employment Opportunity Commission.

### Article 3. Retaliation Prohibited

It is unacceptable to retaliate against a member for filing a complaint of discrimination or harassment or for cooperating in an investigation of such a complaint. Any individual who has been found to retaliate against a FYLPRO member for filing a complaint or participating in the investigation of a complaint may be subject to appropriate disciplinary action, up to and including termination. If any member believes that he or she has been subjected to retaliation for having brought or supported a complaint of discrimination or harassment, that member is encouraged to report the situation as soon as possible to the President and Vice-President. If the President or Vice-President is the alleged offender of the discrimination or harassment, Members should contact the remaining members of the Executive Committee.

## B. Sexual Harassment

FYLPRO has "zero-tolerance" for any type of sexual harassment of or by a member under the auspices of FYLPRO or its programs.

### **Article 1: Purpose.**

FYLPRO firmly prohibits sexual harassment of any member by another member or third party. Sexual harassment of third parties by FYLPRO members is also prohibited. The purpose of this policy is not to regulate the morality of members, it is to ensure that in the workplace, no member is subject to sexual harassment.

### **Article 2: Definitions.**

While it is not possible to comprehensively define precisely what words, conduct or other actions constitute sexual harassment; it includes unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature including, but not limited to: sexually-related drawings, pictures, jokes, teasing, uninvited touching or other sexually-related comments. The conduct prohibited by this policy includes conduct in any form, including but not limited to: email, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

### **Article 3: Policy**

#### Section 1. Commitment

Because FYLPRO takes complaints of sexual harassment in the workplace seriously,

FYLPRO is committed to the following actions:

1. FYLPRO will respond promptly and take all complaints seriously;
2. FYLPRO will practice due diligence and confidentiality to the fullest extent possible when investigating all complaints. FYLPRO recognizes that every investigation requires a determination based on all the facts. FYLPRO also recognizes the serious impact a false accusation can have and trusts that all members will continue to act responsibly.
3. Violations of this policy may result in disciplinary action, up to and including termination.
4. There will be no adverse action taken against Members who, in good faith, report violations of this policy or participate in the investigation of such violations.

## Section 2. Process.

1. Any member who believes that (s)he is a victim of sexual harassment or has been retaliated against for complaining of sexual harassment, should report the situation immediately to the President and Vice President.
2. If either the President or Vice-President is involved in the complaint, Members should contact the remaining Executive Committee members.. In such instances, members of the Executive Committee will fulfill the appropriate roles designated to the President or Vice-President in this section.
3. The President and Vice-President shall inform FYLPRO's legal counsel and insurance carrier of the complaint.
4. The President and Vice-President shall appoint up to three (3) members of the Board of Directors to collect additional information in an objective manner
5. The appointed members shall provide a written report of findings and recommended actions to the President and Vice President.
6. The President and Vice President, with advice from FYLPRO's legal counsel, shall report back to the involved parties its findings and proposed course of action.
7. While it is FYLPRO's goal to promptly resolve all issues internally, members should note that they may file a formal complaint with the Equal Employment Opportunity Commission.

### **Article 3: Retaliation Prohibited**

The reporting member and members supporting any investigation under this policy have FYLPRO's assurance that no reprisals will be taken as a result of a sexual harassment complaint. It is FYLPRO's policy to encourage discussion of the matter and to help protect others from being subjected to similar inappropriate behavior.

### **C. Commitment to Equity, Diversity, and Inclusion**

FYLPRO is committed to building and sustaining a multicultural community that fosters equity, diversity and inclusion. FYLPRO believes this is achieved by intentionally creating opportunities for involvement, participation and growth for each individual and by nurturing a positive organizational climate through professional

development, education, policy and practice. Our objective is to create a community that encourages participation and connection, and that values each individual's unique contribution, regardless of socioeconomic status, race, ethnicity, language, nationality, sex, sexual orientation, gender identity and expression, spiritual practice, geography, mental and physical status and age.