

# Sexual Harassment Policy



## Objective

The objective of this policy is to elevate expectations against sexual harassment so that you and everyone we work alongside and do business with at CRAFTED FOR ACTION knows exactly where the organization stands, what to do if it happens, and always feels supported.

We want you to know what sexual harassment is, how to recognize it, how to report it, how reports will be handled, what your rights are, and... that we genuinely care about you and want to protect you.

## Scope

This policy applies to every living, breathing human being in the organization, regardless of gender, sexual orientation, level, function, seniority, status or other protected characteristics. As a WeVow member, we're committed to doing business by a higher standard than most and complying with this policy.

This policy was created with these core beliefs:

- 1) You deserve to be treated with respect, feel safe, and be able to enjoy your work. That's not too much to ask, right?

- 2) You and the vast majority of people who'll take this training are respectful of others and are willing to take action to prevent this problem. We really believe that's true. We assume the best in you and each person within the organization.
- 3) This really isn't rocket science. Common sense, respect, and clear communication prevent soooo much heartache... in every aspect of life.

We believe in your value. We want you to be protected. And we see you as the solution to this problem.

## What is sexual harassment?

First off, sexual harassment is not legal. It's a form of discrimination and is illegal under federal and state law.

Federal law prohibits offensive behavior regarding sex. And many states also prohibit offensive behavior on account of sexual orientation, gender identity, gender expression, or transgender status.

Sexual harassment can show itself in a number of ways and completely vary in seriousness. And it can be perpetrated by anyone, regardless of their role or gender -

whether they're an employee or volunteer or a leader, or even if they're a customer, vendor or event attendee. And it can happen anywhere too - at the office, work events trips, via text or email, etc.

The laws need to be mentioned because they're designed to protect everyone in a workplace, including customers, employees, independent contractors, unpaid interns, and volunteers.

### THERE ARE TWO CATEGORIES OF SEXUAL HARASSMENT.

**1. Hostile Work Environments:** when continuous, unwanted verbal or physical advances, sexually explicit derogatory statements, or sexually discriminatory remarks cause discomfort or humiliation in recipients, interfering with their job performance.

**2. Quid Pro Quo** harassment occurs when a person in authority attempts to trade benefits for sexual favors, including hiring, promotion, continued involvement, or any other conditions or privileges of employment or volunteering. It also includes threats of being fired or excluded in the future.

With sexual harassment, as you likely know, sometimes it's totally, completely intentional. And other times the culprit is

oblivious they're crossing a line or maybe assumes they have social permission.

It can be really uncomfortable, can really hurt people, and it can do a lot of damage to relationships and reputations. And it's so easily avoided.

### NOW, WITHOUT FURTHER ADO, "THE 5 OBVIOUS NO-NOS"

- 1) Crude comments, jokes or gestures that humiliate or insult someone, regardless of whether the intent is to offend.
- 2) Flirting during work meetings, on sales calls, while working with customers, or anytime it's obviously not appropriate - even if it'd be welcome outside work. (Things like this can damage a person's professional reputation and relationships and put them at risk of being sexually harassed by others.)
- 3) Sharing sexually overt or nuanced objects, messages, or images.
- 4) Invading someone's personal space, inappropriately touching them, or letting eyes linger way longer than necessary in a sexual way.
- 5) Stalking, bullying or threatening someone in order to get them to do something sexual.

On paper, this is all pretty simple. But, social dynamics can make it really tough. Like, if it's your boss... or someone you've become friends with... or someone who brings the organization a lot of business.

**Bottom line: Everyone deserves to be treated with respect.**

### Reporting

If you personally experience or witness sexual harassment - or any other inappropriate behavior, for that matter - you're encouraged to report it to leadership so that they can actually do something about it. You can do this in person, by phone or email, or - since CRAFTED FOR ACTION is a WeVow member - you can report directly via the organization's WeVow page <https://wevow.com/crafted-for-action>.

Click "Report", confirm your email address, and it'll take you step-by-step. It's super simple and intuitive. And if you report as a victim via WeVow, you'll automatically be offered 3 free counseling sessions.

#### IMPORTANT NOTE

If you're a victim or witness of a crime, please report it to law enforcement immediately. And, when you do, ask law enforcement if there's any reason not to

report the incident to the organization. Get the answer in writing, if possible. If law enforcement won't put it in writing, then write up your notes of what happened, and sign and date the notes. This will help protect you against the potential of a defamation suit by the perpetrator.

#### AND ANOTHER WORD ON REPORTING

When you or someone else reports harassment (or suspected harassment) to the appropriate person within the organization - whether reporting as a victim or a witness - this is a "Protected Activity". And, just as the term implies, anyone engaged in "protected activity" is protected by law from being retaliated against because of that protected activity.

So, if a person is demoted, gets a sudden change in work schedule or locations, or something else happens to negatively alter their workplace situation - and it's done due to the fact that they're engaged in a "protected activity" such as reporting harassment... that's called "retaliation". And it is NOT legal.

To clarify, though, simply because a negative workplace action occurs after the employee or volunteer engages in protected activity does not mean it's retaliatory. Obviously, the person continues

to be subject to all job requirements and disciplinary rules.

### **What happens once sexual harassment is reported**

One of the things we human beings tend to fear the most... is the unknown.

Sexual harassment is no different, especially when it comes to reporting it. So, the following is what the process should look like when you or someone else reports harassment (or suspected harassment) to the appropriate person within the organization - such as a manager, supervisor, HR director, etc. For simplicity, let's just say "manager".

**First:** the manager must take every complaint or concern seriously. It doesn't matter how serious or who's involved.

**Second:** the manager would need to report the complaint to the highest level person appropriate for addressing conflicts, if it is not them (i.e. leadership, HR, etc)

**Finally:** the manager must make sure that no retaliation takes place (remember, that's illegal).

### **IMPORTANT NOTE**

If a manager is aware of sexual harassment or retaliation taking place and does nothing about it, they become responsible for it.

### **HR/Leadership's responsibility**

To give you even more clarity, we'll quickly cover what our leadership team's role would be once harassment (or suspected harassment) is reported.

- 1) The person reporting and the person or people who allegedly committed harassment would both need to be notified that leadership is looking into the matter and that it's being taken seriously.
- 2) They'd need to go over the sexual harassment policy and tell them what the process will look like... kind of like what we're doing now. :)
- 3) They'd look into potential informal options to remedy the situation.
- 4) If a crime occurred, law enforcement would obviously need to be called.
- 5) Leadership would investigate what happened and create a written report for record - and then that report would need to be submitted

to decision-makers in this process, if it's someone else.

- 6) The individuals involved would then be informed if corrective actions are being taken.

All information should be kept confidential to the extent possible on a need-to-know basis. Typically, the identity of the complainant and the accused are revealed to those involved as well.

If the person reporting an incident is not satisfied with the organization's, they can make a complaint to the Federal Equal Employment Opportunity Commission (EEOC) or with their local or state agency. This complaint is a signed statement asserting that an employer, union, or labor organization engaged in employment discrimination and it requests the EEOC to take remedial action.

**ONE FINAL NOTE**

If a person feels as though they have been wrongfully accused of harassment, they should communicate this very clearly to leadership. And if they are not satisfied with the organization's response, they also have the same right to file a complaint with the EEOC. While reports of harassment need to be taken very seriously, so do

concerns of wrongful accusation. And, anyone who knowingly or recklessly makes a false accusation can be disciplined, up to and including termination.

This all pretty straight forward, but we wanted to share it with you so it's not abstract.

**Make things right**

We're all human and we've all made mistakes and said or done things we wish we hadn't. If you happen to find yourself in this position, we encourage you to proactively address it and make it right by apologizing to the person you were disrespectful or inappropriate toward. And, if appropriate, even let your manager or leader know about your mistake.

We're big believers in clear, honest communication - it's the solution to many problems. And if we can address conflicts with an open mind and caring heart, we can work things out well in most situations - and possibly even increase trust and build stronger relationships.

We want you and everyone you work alongside to feel valued, respected, and simply enjoy your work without dealing with this stuff. And, if something ever does happen, you know where CRAFTED FOR

ACTION stands and what to do. And you know that we've got your back.

### **Bystander intervention**

There's one really important aspect remaining: bystander intervention.

It's really simple, but it can take on a number of different forms - which also means that there's no one right way to intervene. Every situation is unique, as is each person. So, you might see the same situation as someone else and come up with a different way to intervene. That's perfectly fine. What matters is that you do intervene if and when you need to.

So, some ideas of what you, as a bystander, can do to intervene if you are to witness sexual harassment:

1. If you're someone who's inclined to be direct...
  - You could simply tell the person to knock it off.
  - You could inform the person that they're making themselves look bad.
  - You could ask someone else nearby, "Did you think so-and-so's joke just now was funny? Because I didn't."

2. If you're someone who's more inclined to be subtle...
  - You could make a joke that completely diverts conversation.
  - You could turn the conversation from focusing on the person being harassed to instead focusing on someone or something else.
  - You could even spill a glass of water simply to disrupt what's being said or done.

A textbook would probably tell you to directly address the situation. And some situations absolutely require that. But, there's no cookie cutter answer to this stuff, and we completely understand the human dynamics that go along with it. So, if being subtle is best for you and you can effectively intervene, then be subtle. Divert conversation, drop your keys, fake a phone call, you name it. Just do whatever it takes.

And remember - the person being harassed likely isn't going to signal you for help. So, if you find yourself wondering, "Hmm.. this seems really inappropriate... I wonder if they have a close relationship I'm not aware of?..." Trust your gut. If it's

## **Sexual Harassment Policy cont'd.**



inappropriate, divert, distract, interrupt, do whatever it takes.

### **Closing**

Sexual harassment is a human problem and it'll take us humans to solve it.

#### **And it's completely solvable!**

We believe that when companies genuinely care about their people and demonstrate it, as we have, by taking steps such as using WeVow, this affirms how much we value our people - YOU - and it pulls out the best.

Like attracts like, and excellence attracts excellence. Our hope is for this organization to stand out in the crowd and attract more great people like you.

We believe in your value and worth. We want you to be protected. And we see you as the solution to this problem.