



## - Know Agenda Foundation -

Public Service Management: Fiscal Sponsorship | Program Incubation | Grant & Donor Facilitation

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### **Harassment Prevention and Protection Policy**

#### **Purpose**

Know Agenda Foundation (KAF) is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment. Therefore, KAF expects that all relationships among persons in the workplace (including staff, board directors, contractors, fiscal sponsorship staff, and volunteers) will be business-like and free of bias, prejudice, discrimination, and harassment.

#### **Policy**

In order to keep this commitment, Know Agenda Foundation maintains a strict policy of prohibiting unlawful harassment of any kind, including sexual harassment and harassment based on race, color, religion, national origin, sexual orientation, gender identity or expression, sex, age, physical or mental disability or any other characteristic protected by state, federal or local employment discrimination laws. This policy applies to all staff, board directors, contractors, fiscal sponsorship staff, and volunteers who engage in unlawful harassment in the workplace.

#### **Definitions and Examples**

Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either:

1. Submission to such conduct is made an explicit or implicit term or condition of employment; or
2. Submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of unlawful harassment include, but are not limited to:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, e-mail and faxes or gestures.
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work directed at an employee because of the employee's sex or other protected characteristic.
- Threats and demands to submit to sexual requests in order keep one's job or avoid some other loss, and offers of employment benefits in return for sexual favors.
- Retaliation for having reported or threatened to report unlawful harassment.

### **Reporting Procedure**

Any employee or other person who believes that they have been harassed by a co-worker, supervisor, or agent of Know Agenda Foundation or by a nonemployee should promptly report the facts of the incident or incidents and the names of the individual(s) involved to their supervisor, or in the alternative, to the Managing Director. If the person who is being reported as the initiator of the harassment is the Managing Director, then the employee or other person who believes that they have been harassed should promptly report the facts of the incident or incidents to the Board Chair.

Upon receipt of a complaint, KAF will undertake a prompt, thorough, objective and good faith investigation of the harassment allegations. (External Council may be sought for advisement and/or coordination of such an investigation).

If the Know Agenda Foundation determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by KAF to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination.

### **Anti-Retaliation and False Allegations**

Staff will not be retaliated against for filing a complaint and/or assisting in a complaint or investigation process. Further, there will be no toleration nor the permitting of retaliation by supervisors or co-workers against any complainant or anyone assisting in a harassment investigation. In addition, false allegations of harassment will not be tolerated. Any staff, board directors, contractors, fiscal sponsorship staff, and volunteers determined by KAF to be responsible for or has taken part in any retaliation or in any false allegations will be subject to appropriate disciplinary action, up to and including termination.