

KBOO Radio Policy	<b>Non-Discrimination and</b>	Revision date: 03/26/18
POLICY #I.A.1 (formerly #1)	<b>Sexual Harassment</b>	Approved by: Board of Directors

POLICY STATEMENT

KBOO wants to maintain a working environment free from all forms of discrimination and harassment, whether based upon race, color, religion, ancestry, sexual orientation, national origin, age, marital status, veteran status, physical and mental disabilities, on-the-job injuries, gender identity or sex. Such conduct is unacceptable at KBOO, whether it originates from managers, staff, coworkers, volunteers, members, or vendors.

While KBOO strives to maintain an informal environment, comments about social categories such as race, gender identity, religion, sexual orientation, national origin or disability status that may be intended as jokes or casual observations can cause some people to feel unwelcome and may create a hostile environment. All KBOO community members must strive to be sensitive to the reactions of others and responsible for informing someone if their language or behavior is offensive.

This policy specifically expands upon sexual harassment because people interact on many levels at the radio station, including engaging in consensual personal relationships, and boundaries need to be established. Sexual harassment includes two different types of behavior, 1) those that are always unacceptable: verbal abuse of a sexual nature, graphic verbal comments about a person's body, sexually degrading words used to describe an individual, the display in the workplace of sexually suggestive objects or pictures, or any threat or insinuation, either explicit or implicit, that a person's refusal to submit to sexual advances will adversely affect that person's employment, evaluation, wages, advancement, duties, shifts, or any other condition of employment or career development, whether as staff or volunteer, and 2) behaviors such as sexual flirtations, physical touching, sexual advances and propositions that can create a hostile environment if they are unwanted. Communication is the key to understanding whether behavior is welcome or unwelcome.

Specifically, sexual harassment includes but is not limited to:

- i) repeated attempts or pressure to have sexual activity
- ii) requests for sexual favors
- iii) repeated verbal comments, gestures, or actions of a derogatory or offensive sexual nature
- iv) demeaning references to gender
- v) sexually suggestive or derogatory comments about body or clothing

PROCEDURE FOR POLICY VIOLATIONS

Violations of this policy should be immediately reported to the Volunteer Coordinator, Station Manager, or Executive Committee of the Board of Directors. See Policy IV.1 (formerly #5): Conflict Resolution (Section II: Harassment, Abuse, and/or Intimidation, whether the complainant is a volunteer or employee), and KBOO House Rules for details on process. Any paid employee with knowledge of discrimination or harassment shall make such a report. Supervisors and managers are responsible for making other employees and volunteers aware of this policy, and for promptly investigating all complaints and taking appropriate actions if a violation of this policy is found to have occurred. No employee or volunteer will be discriminated against for bringing a question, complaint, or grievance to the management's attention.

Adopted by the Board of Directors 1/23/01; revised by the Board of Directors 10/25/10; revised by the Board of Directors 03/26/18