**B.  Anti-Harassment Policy**

*Name of Region* strives diligently to keep its operations free from unlawful harassment or other offensive behavior. Accordingly, everyone is expected to comply with *Name of Region*’*s* Anti-Harassment Policy. This policy sets forth *Name of Region’s* expectations, the steps for reporting harassment and the method for addressing such complaints. This policy is in addition to, and separate from, *Name of Region’s* Abuse Prevention Policy.

The Anti-Harassment Policy is described as follows:

All personnel are expected to maintain a productive environment that is free from harassing or disruptive activity. No form of harassment will be tolerated, including harassment for the following reasons: race, color, national origin, religion, disability, pregnancy, age, military status or sex. Special attention should be paid to the prohibition of sexual harassment.

Everyone has a responsibility to keep the environment free of any form of harassment, and in particular sexual harassment. No one is to threaten or insinuate, either explicitly or implicitly, that a person’s refusal or willingness to submit to sexual advances will affect the volunteer’s terms or conditions of volunteering. This conduct includes:

•

Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;

•

Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal information;

•

Demeaning, insulting, intimidating, or sexually suggestive comments about an individual;

•

The display of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs; and

•

Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages, such as email, instant messaging, and internet materials.

Any of the above conduct, or other offensive conduct, directed at individuals because of their race, color, sex, national origin, religion, disability, pregnancy, age, or military status is also prohibited.

Any person who believes that someone’s actions or words constitute unwelcome harassment has a responsibility to report or complain about the situation as soon as possible. The report or complaint should be made to a member of the Executive Committee, as the person feels is appropriate.

Complaints of harassment will be handled and investigated under *Name of Region’s* dispute resolution policy unless special procedures are considered appropriate. All complaints of harassment will be investigated promptly and in as impartial and confidential a manner as possible. Volunteers are expected to cooperate in any investigation. A timely resolution of each complaint should be reached and communicated to the parties involved.

Any volunteer who is found to have violated the harassment policy will be subject to appropriate action, including prohibition from further volunteer work. *Name of Region* prohibits any form of retaliation against volunteers for bringing bona fide complaints or providing information about harassment.