

TWGGA ANTI-HARASSMENT POLICY

TWGGA is committed to providing an environment that is free from discrimination. A strict policy prohibiting any kind of unlawful harassment or discrimination, including racial, sexual, ethnic, handicap, age, or religious harassment will be observed at all TWGGA-sponsored events, including Annual Conference & Trade Show. This policy prohibits harassment in any form, such as verbal, physical, and visual harassment and pertains to harassment involving a board member, advisory board member, a committee member, or any member appointed to a leadership group or position by the TWGGA Board or TWGGA President, either as alleged victim, an alleged perpetrator, or a witness. Harassment violates TWGGA policy and, in certain instances, might violate state and federal discrimination laws. It is neither permitted nor condoned.

PROHIBITED CONDUCT

All types of harassment are prohibited, including, but not limited to, sexual harassment. Harassment on Association premises or at any TWGGA function is prohibited. This policy prohibits any harassment, which is defined as verbal, physical, or visual conduct that belittles, demeans, threatens, or intimidates an individual based on race, color, gender, religion, sexual orientation, national origin, age, or disability.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other sexual conduct, either verbal or physical, or any conduct or other offensive unequal treatment that belittles, demeans, disparages, threatens, or intimidates an individual based on sex, when:

1. the advances, requests, or conduct have the effect of interfering with the performance of duties or creating an intimidating, hostile, or otherwise offensive environment;
2. submission to such advances, requests, or conduct is explicitly or implicitly a term or condition of employment; or
3. submission to or rejection of such advances, requests, or conduct is used as a basis for employment decisions.

Words or actions are considered unlawful sexual harassment if, among other things, they are (1) sexual in nature, and (2) unwelcome.

Examples of sexually harassing conduct include:

- unwelcome sexual flirtation, advances, or propositions;
- verbal abuse of a sexual nature;
- graphic verbal comments about an individual's body;
- sexually degrading words or gestures; and/or
- the display or sharing of sexually suggesting objects or pictures.

OTHER TYPES OF HARASSMENT

Examples of other types of harassment include:

- use of slurs or nicknames pertaining to any racial, ethnic, religious, gender, sexual orientation, or age characteristics or stereotypes; and/or
- racial, ethnic, religious, gender, sexual orientation, or age characteristics or stereotypes.

SANCTIONS

Sanctions against a board member, advisory board member, a committee member, or any member appointed to a leadership group or position by the TWGGA Board or TWGGA President may include, but are not limited to, Board-issued oral or written warnings and/or removal from the leadership position.

COMPLAINT PROCEDURE

Any person involved in TWGGA who believes he or she has been or is being subjected to any form of harassment is encouraged to directly inform the offending person that the conduct is unwelcome and must stop. If the person who believes he or she is being harassed is uncomfortable approaching the offending person, the meeting is unsuccessful, or the conduct continues, he or she will report the matter to the TWGGA Executive Director or President. Any third party who knows of or suspects the occurrence of harassment is encouraged to report the matter as set out above. Nothing in this policy will require the person alleging harassment to present the matter to the person who is the subject of the complaint.

INVESTIGATION

The TWGGA Executive Director and President will confer with legal counsel to initiate an investigation. Because the Association must rely on the information obtained during the investigation to evaluate whether harassment occurred, it is the obligation of the complainant, the accused and all witnesses to cooperate fully and be completely truthful with the investigators. At the conclusion of the investigation, the affected individual will be notified of the outcome. The Board will be notified of the outcome at the discretion of the Executive Director and President.

PROTECTION FROM RETALIATION

Retaliation for any good faith report of harassment is prohibited. Any person who believes he or she was subjected to such retaliation or further harassment should immediately follow the same reporting procedure as that set forth above for reporting harassment. Confirmed acts of retaliation will be treated in the same manner as confirmed harassment, including oral or written warning, reassignment, demotion, suspension with or without pay, or termination of employment.

CONFIDENTIALITY

To the fullest extent practical, all reports and any associated information relating to the investigation of harassment will be kept confidential. All who receive information concerning alleged or actual harassment must keep such information strictly confidential and only discuss such information in the appropriate Board meetings.