

HISTORIC WALLINGFORD

DISCRIMINATION AND HARASSMENT POLICY

Objective

Historic Wallingford is committed to a work and participation environment in which all individuals are treated with respect and dignity. Each individual has the right to work and participate in an atmosphere that promotes equal employment opportunities, equal opportunity for participation in our programs and leadership and prohibits unlawful discriminatory practices, including harassment. Therefore, Historic Wallingford expects that all relationships among persons in the organization will be business-like and free of bias, prejudice and harassment.

Historic Wallingford has developed this policy to ensure that all its employees, volunteers and participants can work in an environment free from unlawful harassment, discrimination and retaliation. Historic Wallingford will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately. All persons should also be aware that we have adopted a Whistle Blower policy that describes how to pursue complaints and ensures non-retaliation.

Any employee, volunteer or participant who has questions or concerns about these policies should talk with the President or any member of the Board. Again, details on pursuing a concern are described in the Whistle Blower policy, especially in paragraphs 3 and 4, and below.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in the organization's business and program activities or discussions about them. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of Historic Wallingford prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Equal employment opportunity

It is the policy of Historic Wallingford to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Historic Wallingford prohibits any such discrimination or harassment.

Retaliation

Historic Wallingford encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Historic Wallingford to promptly and thoroughly investigate such reports. Historic Wallingford prohibits retaliation against any individual who reports discrimination or harassment or cooperates in an investigation of such reports.

Sexual harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, “sexual harassment” is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a personal nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or participation in the organization’s activities, b) submission to or rejection of such conduct by an individual is used as the basis for employment, participation or advancement decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or participation by creating an intimidating, hostile or offensive environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal suggestions or abuse of a sexual nature; commentary about an individual’s appearance, body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace, at meetings or during activities of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, inherited characteristics or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive environment, b) has the purpose or effect of unreasonably interfering with an individual’s performance or participation, or c) otherwise adversely affects an individual’s employment, participation or leadership opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed where it may be easily observed or may be circulated to members, volunteers or participants by e-mail, phone (including voice messages), text messages, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all employees, volunteers and participants whether related to conduct engaged in by fellow employees, volunteers or participants or by someone not directly within Historic Wallingford (e.g., an outside vendor, consultant, media personality, etc.).

Conduct prohibited by these policies is unacceptable in any setting related to Historic Wallingford, such as a meeting, sponsored event, work party or related social event.

Reporting an Incident of Harassment, Discrimination or Retaliation

Historic Wallingford encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, the President or any member of the Board. See the Whistle Blower policy for specific complaint procedures, especially paragraphs 3 and 4.

In addition, Historic Wallingford encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. Historic Wallingford recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should take action as described in the Whistle Blower policy; see especially paragraphs 3 and 4.

Historic Wallingford encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of an

assignment or pay increase in the case of an employee, temporary suspension from involvement with or termination from Historic Wallingford, as is appropriate under the circumstances.

Adopted by the Board of Trustees of Historic Wallingford on February 9, 2018.