

## **FPA Policy: Sexual Harassment**

FPA strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

All FPA volunteers are expected to conduct themselves in a professional and businesslike manner at all times. Inappropriate sexual conduct that could lead to a claim of sexual harassment is expressly prohibited by this policy. Such conduct includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mail;
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates;
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

### **Sexual Harassment Complaint Procedure**

FPA expects volunteers to make a timely complaint to enable FPA to promptly investigate and correct any behavior that may be in violation of this policy.

Report the incident to the appropriate FPA official who will promptly investigate the matter and take appropriate corrective action. Your complaint will be kept as confidential as practicable. If you are unsure of who to go to or cannot go to the person who you would normally report to, you should report the incident to the FPA CEO.

If FPA determines that a volunteer's behavior is in violation of this policy, appropriate disciplinary action will be taken against the offending employee/volunteer, up to and including termination of volunteer service.

FPA prohibits retaliation against a volunteer for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined above. The situation will be promptly investigated.

### **Acknowledgment**

As a volunteer of FPA, I acknowledge that I have read, understand and agree to comply with FPA's unlawful harassment policy as evidenced below:

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Signature

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Date

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Name (please print)