

HONDURAS GOOD WORKS

Harassment Free Work Environment Policy

Purpose

Honduras Good Works (HGW) has adopted a zero-tolerance policy toward harassment, including sexual, and is committed to a work environment that includes the mission field free of all forms of harassment, including sexual harassment.

Policy:

- Honduras Good Works is committed to a work environment, including the mission field, that is free of all forms of harassment, including sexual harassment.
- It is the policy of this organization to regard any unlawful harassment, including sexual, of employees, applicants for employment, or volunteers as a very serious matter.
- Unlawful harassment of any kind, including sexual harassment, by any person is strictly prohibited in any HGW work environment.
- Honduras Good Works encourages and expects applicants, employees, and volunteers to immediately report any incidents of perceived unlawful harassment, including sexual, and to cooperate with any investigation of a complaint of unlawful harassment.
- HGW strictly prohibits any retaliation against any applicant, employee, or volunteer for filing a complaint of perceived unlawful harassment, including sexual, or participating in the investigation of such complaint.

Definitions:

- A. Work environment is any place where HGW is gathered for the good of the organization.
- B. A victim may be a man or a woman, does not have to be of the opposite sex of the harasser, and can be anyone affected by the offensive conduct.
- C. The harasser can be the victim's supervisor, an agent of the organization, a co-worker, a nonemployee, a volunteer, or client of the organization.
- D. "Unlawful Sexual harassment " includes: unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:
 - 1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or acceptance of volunteer status, or
 - 2. submission to or rejection of such conduct by an individual is used as a basis for decisions affecting such individual, or
 - 3. such conduct is severe or pervasive and has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or abusive environment for others.
 - 4. Harassment, including sexual, may occur without economic injury to, discharge of, or refusal to accept volunteer status of the victim.
- E. Conduct which falls within the definition of unlawful sexual harassment, including sexual, may include, but is not limited to:
 - 1. Unwelcomed physical contact of a sexual nature such as patting, pinching or unnecessary touching.
 - 2. Overt or implied threats against an individual to induce him or her to perform sexual

- favors or engage in unwelcomed sexual relationships.
3. Verbal harassment, including sexual, or abuse of a sexual nature, including intimating by way of suggestion a desire for sexual relations or the making of jokes or remarks of a sexual nature to or in the presence of an individual who finds them offensive.
 4. Use of sexually suggestive terms or gestures to describe an individual's body, clothing or sexual activities.
 5. Displaying, printing, or transmitting offensive sexually suggestive pictures or materials in the work environment.
- F. This policy is not intended to create needless intrusions on the freedom of speech or expression of employees nor to regulate employee's personal morality. It is intended to prevent any unlawful harassment, including sexual, in the HGW work environment.

Reporting:

Anyone who believes he or she has been a victim of or has witnessed any form of harassment, including sexual, must promptly report it to one or more of the following:

- A member of the Board of Directors
- The Director of Spirit
- While on a Brigade (Group of people organized for a special activity involving travel to Honduras, i.e. medical/dental brigade, scholarship brigade)
 - An Administrator of the Day (AOD)
 - A Brigade Spiritual Director
 - Brigadier (Administrative Committee Member)

Reports of harassment, including sexual, may be submitted via:

1. In-person meeting
2. Telephone call
3. Letter
4. Text
5. Email

Investigation:

Any person receiving a report of potential harassment, any formal or informal complaints, or any suspected policy violations, must immediately report the allegations to the Board Chair (Vice-Chair, or appropriate HGW leader) who will notify the Risk Management Chair.

All reports of harassment, including sexual, will be promptly investigated. The Chair shall immediately record any complaint received regardless of the manner in which the complaint is received, indicating the date, persons involved, and a brief statement of the complaint. The complainant shall sign the complaint form. The Chair shall give a copy of the complaint to the alleged offender. All complaints shall be confidential to the extent possible.

The Chair shall investigate and mitigate the circumstances as soon as possible after receiving the complaint. The investigation shall include interviews with the complainant, the alleged

offender, and any other persons who have knowledge of the subject of the complaint. The Chair will make a written findings report of the complaint and the determination.

If it is found that the complaint is unsubstantiated, the complainant and the alleged offender shall be advised of the right to appeal the decision to the Board of Directors. Any Appeal shall be filed with the Board Secretary with a copy to the Chair within 30 days of notice to the complainant of the Chair's decision. The notice of appeal shall contain a statement of the grounds relied upon by the complainant or alleged offender.

If the Chair finds that there is a basis for the complaint, the Chair shall take the appropriate remedial action, including but not limited to suspension or termination. The Chair shall advise the complainant and the alleged offender of the decision. The Chair shall also advise the complainant of the remedial action taken against the alleged offender, as well as the right of the complainant or alleged offender to appeal to the Board if he/she is not satisfied with the decision and/or the remedial action taken. Any Appeal shall be filed with the Board Secretary with a copy to the Chair within 30 days of notice to the complainant of the Chair's decision. The notice of appeal shall contain a statement of the grounds relied upon by the complainant or alleged offender.

Revision History

**** NOTE:** *This policy replaces the Anti-Harassment Policy*

Revised by Governance Committee, Risk Manager and Recommended to Board for Adoption on 11/19/2018.

Board approved: 12/6/2018