

Sons of Union Veterans of the Civil War

Harassment Policy

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Policy Statement

This defines the harassment policy of the Sons of Union Veterans of the Civil War.

The most productive and satisfying environment is one in which business is conducted in a spirit of mutual trust and respect. Harassment is a form of discrimination that is offensive, impairs morale, undermines the integrity of relationships and causes serious harm to the productivity, efficiency and stability of our organization.

All employees have a right to participate in an environment free from discrimination and harassing conduct, including sexual harassment. Harassment on the basis of an employee's **race, color, creed, ancestry, national origin, age, disability, sex, arrest or conviction record, marital status, and sexual orientation, is expressly prohibited under this policy.**

This policy will be made available to all employees of the Sons of Union Veterans of the Civil War via the organizations website at www.suvcw.org.

Definitions

In general, harassment means persistent and unwelcome conduct or actions on any of the bases underlined above. Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.

Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to

- The repeated making of unsolicited, inappropriate gestures or comments;
- The display of offensive sexually graphic materials not necessary for conduct of business;

Harassment on any basis (race, sex, age, disability, etc.) exists whenever

- Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's membership or the fate of an activity proposed by a member.
- Submission to or rejection of such conduct is used as the basis for a decision affecting an individual.
- The conduct interferes with a member's activities or creates an intimidating, hostile or offensive environment.

Employee

For the purpose of this policy, an employee is defined as:

- An hourly or salaried employee of the Organization;
- Any independent contractor retained by the Organization; and
- Any Member, Associate, Junior Member, or Associate Member of the Organization.

Recognizing Harassment

Harassment may be subtle, manipulative and is not always evident. It does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and is personally offensive. All forms of gender harassment are covered. Men can be sexually harassed; men can harass men; women can harass other women. Offenders can be officers at Camp, Department and National levels, individual members and non-members such as those affiliated with one of the Allied Order organizations.

Some Examples:

Verbal:

Jokes, insults and innuendoes (based on race, sex, age, disability, etc.), degrading sexual remarks, referring to someone as a stud, hunk or babe; whistling; cat calls; comments on a person's body or sex life, or pressures for sexual favors.

Non-Verbal:

Gestures, staring, touching, hugging, patting, blocking a person's movement, standing too close, brushing against a person's body, or display of sexually suggestive or degrading pictures, racist or other derogatory cartoons or drawings.

Grievance Procedure

Any employee who believes he is being harassed, or any employee, who becomes aware of harassment, should promptly notify his Camp Commander. If the employee believes that the Camp Commander is the harasser, the Department Commander should be notified. If an employee is uncomfortable discussing harassment with his Camp or Department Commander, the employee should contact the National Counselor.

Upon notification of a harassment complaint, a confidential and impartial investigation will be promptly commenced and will include direct interviews with involved parties and where necessary with employees who may be witnesses or have knowledge of matters relating to the complaint. The parties of the complaint will be notified of the findings and their options.

Retaliation

This policy also expressly prohibits retaliation of any kind against any employee bringing a complaint or assisting in the investigation of a complaint. Such employees may not be adversely affected in any manner related to their membership.

Disciplinary Action

The Sons of Union Veterans of the Civil War views harassment and retaliation to be among the most serious breaches of behavior. Consequently, appropriate disciplinary or corrective action, ranging from a warning to dishonorable discharge, can be expected. Disciplinary action shall be administered as specified in Article VI of the Regulations. The cognizable offense shall be defined as conduct unbecoming a Brother in relation to the Order.

Questions or Clarifications Related to This Policy

All questions or other clarifications of this policy and its related responsibilities should be addressed to the National Counselor, who shall be responsible for the administration, revision, interpretation, and application of this policy.

Adopted the 11th day of August, 2011, by the National Council of Administration, Sons of Union Veterans of the Civil War.

D. Brad Schall, Commander-in-Chief

Date

Attest:

Eugene Mortorff, Secretary

Date