

ANTI-HARASSMENT/ANTI-DISCRIMINATION POLICY

The Museum believes that each of us should be able to work in an environment free of discrimination and harassment. To this end, the Museum prohibits and will not tolerate discrimination or harassment based on *any* legally protected status, including but not limited to race, color, religion, sex, age, disability, marital status, sexual orientation, pregnancy, genetic information, gender identity, gender expression, national origin, ancestry, citizenship status, veteran status, and any other legally protected status entitled to protection under federal, state, or local anti-discrimination laws. Although this policy is primarily directed to sexual harassment, it applies equally to any form of discrimination or harassment based on any legally protected status.

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature are considered to be sexual harassment when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of your employment,
- (2) submission to or rejection of such conduct by you is used as the basis for employment decisions which affect you, or
- (3) such conduct has the purpose or the effect of unreasonably interfering with your work performance or creating an intimidating, hostile, or offensive working environment.

Examples: Some of the more common examples of sexual harassment include:

- (1) repeated, unwelcome, and offensive sexual flirtations, advances, or propositions;
- (2) continued or repeated verbal abuse of a sexual nature;
- (3) continued or repeated graphic verbal commentaries about a person's body;
- (4) continued or repeated sexually degrading words about a person or the person's body; or
- (5) any of the above examples when conducted by voice-mail, e-mail, text, instant message, or other type of electronic communication.

Sexual harassment is not limited to harassment of women by men. It includes the harassment of men by women and of gender-based harassment of individuals of the same sex as the harasser.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is offensive both objectively and subjectively, that fails to respect the rights of others, that lowers morale, and that interferes with work effectiveness.

Museum personnel, including, but not limited to officers, directors, supervisors and managers, do not have the authority to engage in any activity which would constitute harassment, sexual or otherwise. **The Museum will not condone such behavior.**

Procedure For Reporting Harassment and Discrimination:

If you believe (or have direct knowledge of such incidents) that you are being harassed or discriminated against by a supervisor, co-worker, contractor, vendor, visitors, or outside tradesman, you should promptly report the incident or incidents to the Human Resources Manager. If you do not feel comfortable reporting this matter to the Human Resources Manager, you may report directly to the Director of Human Resources. If you believe you are being harassed or discriminated against by someone in the Human Resources Department, you should report the incident or incidents to the Museum Director.

If you report the incident or incidents in writing, please place the report in a sealed envelope marked "Personal and Confidential." The following information should be included in the written statement: the date(s) of the incident(s), identity of the alleged harasser, identity of any witnesses, and details about the incident(s).

The Museum Investigation:

1. The Museum will investigate all sexual harassment (or other types of unlawful harassment or discrimination) claims promptly and thoroughly irrespective of the identity of the alleged offender.
2. The Museum's investigation will include, for example, inquiry into the alleged offender's identity, the specific conduct complained of, the identity of witnesses, and the number of times the conduct has occurred.
3. The Museum will conduct confidential interviews of the alleged offender, the alleged victim, and all witnesses.
4. In determining whether the alleged conduct constitutes sexual harassment (or any other type of unlawful harassment or discrimination), the Museum will consider the totality of the circumstances, the nature of the conduct, and the context in which the alleged incident or incidents occurred.
5. The Museum will keep all information concerning the incident or incidents confidential to the greatest extent possible. The Museum will provide access to and disclose information to only those individuals involved in conducting the investigation and resolving the matter.
6. The Museum will inform the alleged victim and offender about the results of the investigation and the steps the Museum will be taking in response to the complaint.

Sanctions:

If the investigation reveals evidence supporting the occurrence of an incident of sexual harassment (or any other type of unlawful harassment or discrimination), the Museum will take prompt

remedial action. The Museum's disciplinary action will depend upon the specifics of the case and may range from a warning to termination of employment.

If the investigation fails to disclose unlawful harassment or discrimination conclusively, the Museum reserves the right to nonetheless take action. Such action may include counseling, a reminder of the Museum's anti-harassment/anti-discrimination policy, or a written warning to be included in the personnel file.

Prohibition Against Retaliation:

The Museum does not condone or permit retaliation. No one will suffer any adverse consequences as a result of bringing a complaint of perceived unlawful harassment or discrimination to the Museum's attention. There will be no retaliation for either reporting the harassment/discrimination or for cooperating in the investigation of the report. Any employee responsible for retaliatory conduct will be subject to discipline, up to and including discharge. If an employee believes that he or she is being retaliated against, the employee is encouraged to report the retaliation by using the same procedures discussed above for reporting harassment and discrimination.

Follow-up:

Once the matter has been resolved, the Museum will continue to monitor the employees involved to ensure that no future incidents of harassment or discrimination occur.

The Museum is dedicated to maintaining a working environment free of discrimination and based on professionalism. We expect that all employees will continue to act responsibly to fulfill the Museum's commitment to working in an environment totally free of discrimination. Employees should not hesitate to ask the Director of Human Resources any questions regarding harassment or discrimination.