



## **Hometown Hero Outdoors**

### **Sexual Harassment Policy Statement**

It is the position of Hometown Hero Outdoors and each of the associated chapters throughout the United States that sexual harassment is prohibited conduct. Sexual harassment occurs generally in employment situations when employment decisions affecting an employee such as hiring, firing, promotions, awards, transfers or disciplinary actions, resulting from submission to or rejection of unwelcome sexual conduct occurs. While each person serving as an officer, director, or field staff for Hometown Hero Outdoors does so as a volunteer, the policy is equally applicable to volunteer situations and with respect to association by other members with officers and board members. Sexual harassment can also be any activity which creates an intimidating, hostile or offensive environment for members of one sex, whether such activity is carried out by a supervisor or co-worker - in our case by officers, directors or persons in supervisory positions within Hometown Hero Outdoors. This conduct includes such conduct as telling sexually oriented jokes, making sexually offensive remarks, engaging in unwanted sexual teasing, subjecting another person to peer pressure, dates, sexual advances or unwelcome touching.

It is the policy of Hometown Hero Outdoors, to maintain an environment which is free from any form of harassment related to a person's race, color, religion, national origin, sex, gender identity, age, disability (physical or mental), genetic information, status as a parent, sexual orientation, marital status, political affiliation, or any other non-merit factor. This policy prohibits sexual harassment of employees, and in the case of Hometown Hero Outdoors, officers, directors and field staff, because it, like other forms of harassment, interferes with a productive working environment, interjects irrelevant considerations into decision making and generally demeans the victims of harassment. Furthermore, sexual harassment is a violation of Title VII of the 1964 Civil Rights Act.

If you think you are being sexually harassed, you should:

- Know your rights
- Tell the harasser that the behavior is unwelcome and must cease immediately
- Report such behavior immediately to a supervisor or higher level official and to Hometown Hero Outdoors Executive Director, President or other Directors
- Seek support from a friend or colleague
- Keep a written record, documenting as precisely as possible, when it took place, the names of the witnesses, your response and any other information that might be helpful later

If you are an officer or director of a Hometown Hero Outdoors, you should engage in conduct that sets an example and is not such that you may be vulnerable to claims of sexual harassment. You should take affirmative steps to assure that your members and the members of your Board and your

officers are not involved in sexual harassment. You should communicate this policy on harassment clearly to all members of your Board and all of your officers. You should make it clear that claims of harassment will be investigated promptly and thoroughly and that appropriate disciplinary action will follow. You should assure your members of your Board, officers and directors that you will treat complaints seriously and fairly.

Hometown Hero Outdoors asks that each officer, director, and field staff be provided with a copy of this policy and that not less than annually a copy of this be signed by the officers, directors, and field staff of Hometown Hero Outdoors, with a copy to be maintained in the permanent files of the organization.

The undersigned, being a director, officer or field staff of the Hometown Hero Outdoors (HHO), hereby acknowledges the following:

I have received a copy of Hometown Hero Outdoors Sexual Harassment Policy for Directors, Officers, and Field Staff (the "Policy").

1. I have read and understand the Policy.
1. I agree to comply with the Policy.
1. I understand that the Policy applies to the officers, board of directors, and field staff.
2. I understand that Hometown Hero Outdoors is a charitable organization and that in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of their tax-exempt purposes.
3. I acknowledge receiving a copy of the above referenced Sexual Harassment Policy on the date listed below.
4. I serve or represent Hometown Hero Outdoors in the following capacity:

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed or Typed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>FOR OFFICE USE ONLY</b>
_____ Received By
_____ Title
_____ Date