

I. OHEF SHOLOM TEMPLE	II. Policy and Procedure
Name of Policy:	Anti-Harassment
Policy Number:	BOARD - 1107
Department:	Board of Directors
Purpose:	To ensure that OST'S commitment to equal employment opportunity and prohibition against any form of unlawful harassment. Harassment of or by applicants, employees, or others on the basis of race, color, genetic information, religion, sex, gender, national origin, age, disability, gender identity, sexual preference or other status protected by law is unacceptable and will not be tolerated. While this policy addresses sexual harassment in detail, all forms of unlawful harassment, sexual or otherwise, are prohibited by OST and are subject to this policy. OST is committed to compliance with the letter and spirit of employment laws and to providing a comfortable work environment for all employees.
Effective Date:	September 17, 2015
Last Rev. Date:	

Required Signatures:	 _____ Board President
	 _____ Board Secretary
	_____ Board Treasurer
	_____ Board Treasurer

Definitions:	<p>Sexual harassment involves unwelcome sexual advances, requests for sexual favors or other unwelcome verbal or physical conduct of a sexual nature occurring when for example:</p> <ol style="list-style-type: none"> 1. When submission to such conduct is made explicitly or implicitly a term or condition of employment; or 2. When submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the individual; or 3. When such conduct has the purpose or effect of creating an unreasonable interference with an individual's work performance or otherwise creates an intimidating, hostile, or offensive work environment. 4. Sexual flirtations, advances or propositions; 5. Making comments about a person's clothing, body, personal life, race, color, national origin, disability, or other protected characteristic; 6. Use of offensive nicknames or terms of endearment based on sex or another protected characteristic; 7. Telling offensive jokes or making inappropriate sexual innuendos or comments directed at one's sex or other protected characteristic;
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	<ol style="list-style-type: none"> 8. Display of inappropriate images or pictures of a sexual or otherwise offensive nature. 9. Other physical, verbal, or visual conduct of a sexual nature or which has the potential of offending coworkers or other individuals on the basis of a protected characteristic.
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Policy:	<ol style="list-style-type: none"> 1. OST requires reporting of all perceived incidents of discrimination, harassment, or retaliation as described in this policy. 2. It is the policy of OST to promptly and thoroughly investigate such reports. 3. OST expressly prohibits retaliation against any individual who reports discrimination or harassment or who participates in any investigation concerning a report of such conduct. 4. Employees are entitled to a work environment free from any form of discrimination or harassment is OST's prohibition against sexual and other forms of harassment. 5. OST prohibits other forms of harassment, including those based upon a person's race, color, genetic information, religion, sex, gender, national origin, age, disability, gender identity, sexual preference or other characteristic protected by applicable law. 6. Sexual and other forms of harassment can come from superiors, fellow employees, clients or others. Both men and women can be victims of sexual harassment. Sexual harassment does not include occasional compliments of a socially acceptable nature or welcome social relationships. 7. This policy extends to all mediums of communication including electronic mail, text messages, social media messages, and other technological methods of communication. 8. OST prohibits harassment based on any other protected characteristic, and OST will not tolerate any harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, that creates an intimidating, hostile, or offensive work environment, or that is otherwise harassing. 9. Employees raising a complaint based on a good-faith perception of observing or being subjected to any form of impermissible harassment are protected from any form of reprisal or retaliation, and OST strictly prohibits any form of retaliation. Anyone found guilty of acting in a retaliatory manner to an individual because the individual made a complaint is subject to disciplinary action, up to and including termination.
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Procedure:	<ol style="list-style-type: none"> 1. Complaints may be made by a victim, as well as a witness to harassment. If possible and appropriate, employees should confront the person committing the offensive conduct and advise that person of the employee's feelings and direct the alleged offender to stop the behavior. 2. If the employee is not comfortable confronting the offender, or if the behavior continues, the employee is encouraged to seek assistance from the employee's supervisor.
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| | <ol style="list-style-type: none"> 3. If this is not feasible, if the employee does not feel comfortable seeking assistance from the supervisor, or if the behavior continues, the employee is required to advise the Temple President, Executive Director, or the Chair of the Personnel Committee. The person submitting the report will be expected to provide sufficient facts to facilitate an investigation of the complaint. 4. OST will investigate the complaint in a prompt and impartial manner. OST may schedule a meeting with the person charged with harassment to hear that individual's version of the incident or complaint. The investigation may also include interviews with individuals who may have observed the alleged conduct or may have other relevant knowledge. OST will attempt to handle the investigation in as confidential a manner as is possible and appropriate under the circumstances. However, OST has a duty to fully investigate any complaints of unlawful activity and cannot guarantee absolute confidentiality. 5. If the allegation or complaint is sustained, the responsible person will be disciplined (up to and including termination). If the harassment continues, the harassed employee is required to inform the employee's Supervisor, the Executive Director, the chair of the Personnel Committee, and/or the Temple President. A continuing violation of the harassment policy is cause for discipline, up to and including termination. 6. OST cannot respond to sexual harassment or other harassment about which it is unaware; nor can it respond to mere rumors. It is not the right the obligation for individuals to report harassment in the manner described in this policy. This includes harassment that you observe, or to which you have been subjected. 7. Any perceived act of retaliation for making a complaint of sexual or other impermissible harassment is to be reported in the same manner as the initial complaint. 8. If, after you have reported harassment or retaliation, you believe additional incidents of harassment or retaliation have occurred, it is your obligation and right to report these additional acts using the same procedure described above. |
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Related Policies:	
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OST ANTI-HARASSMENT POLICY

approved
9/12/15

An important component of the OST'S commitment to equal employment opportunity is its prohibition against any form of unlawful harassment. Harassment of or by applicants, employees, or others on the basis of race, color, genetic information, religion, sex, gender, national origin, age, disability, gender identity, sexual preference or other status protected by law is unacceptable and will not be tolerated. While this policy addresses sexual harassment in detail, all forms of unlawful harassment, sexual or otherwise, are prohibited by OST and are subject to this policy. OST is committed to compliance with the letter and spirit of employment laws and to providing a comfortable work environment for all employees. OST requires reporting of all perceived incidents of discrimination, harassment, or retaliation as described in this policy. It is the policy of OST to promptly and thoroughly investigate such reports. OST expressly prohibits retaliation against any individual who reports discrimination or harassment or who participates in any investigation concerning a report of such conduct.

Sexual and Other Forms of Harassment

An important supplement to OST's policy and philosophy that employees are entitled to a work environment free from any form of discrimination or harassment is OST's prohibition against sexual and other forms of harassment. While the guidance below is framed generally in terms of sexual harassment, employees should understand that OST's prohibition and procedures cover other forms of harassment, including those based upon a person's race, color, genetic information, religion, sex, gender, national origin, age, disability, gender identity, sexual preference or other characteristic protected by applicable law. Generally, sexual harassment involves unwelcome sexual advances, requests for sexual favors or other unwelcome verbal or physical conduct of a sexual nature. Sexual harassment generally occurs:

1. When submission to such conduct is made explicitly or implicitly a term or condition of employment; or
2. When submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the individual; or
3. When such conduct has the purpose or effect of creating an unreasonable interference with an individual's work performance or otherwise creates an intimidating, hostile, or offensive work environment.

Sexual and other forms of harassment may include, but are not limited to:

1. Sexual flirtations, advances or propositions;
2. Making comments about a person's clothing, body, personal life, race, color, national origin, disability, or other protected characteristic;
3. Use of offensive nicknames or terms of endearment based on sex or another protected characteristic;
4. Telling offensive jokes or making inappropriate sexual innuendos or comments directed at one's sex or other protected characteristic;
5. Display of inappropriate images or pictures of a sexual or otherwise offensive nature.

6. Other physical, verbal, or visual conduct of a sexual nature or which has the potential of offending coworkers or other individuals on the basis of a protected characteristic.

The list above contains examples of what types of conduct are considered sexual and other types of harassment and are prohibited by this policy. It is not meant to be comprehensive and this policy extends to all mediums of communication including electronic mail, text messages, social media messages, and other technological methods of communication.

Sexual and other forms of harassment can come from superiors, fellow employees, clients or others. Both men and women can be victims of sexual harassment. Sexual harassment does not include occasional compliments of a socially acceptable nature or welcome social relationships.

This policy also prohibits harassment based on any other protected characteristic, and OST will not tolerate any harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, that creates an intimidating, hostile, or offensive work environment, or that is otherwise harassing.

Procedure for Submitting Complaints or Reports of Harassment

Complaints may be made by a victim, as well as a witness to harassment. If possible and appropriate, employees should confront the person committing the offensive conduct and advise that person of the employee's feelings and direct the alleged offender to stop the behavior. If the employee is not comfortable confronting the offender, or if the behavior continues, the employee is encouraged to seek assistance from the employee's supervisor. If this is not feasible, if the employee does not feel comfortable seeking assistance from the supervisor, or if the behavior continues, the employee is **required** to advise the Temple President, Executive Director, or the Chair of the Personnel Committee. The person submitting the report will be expected to provide sufficient facts to facilitate an investigation of the complaint.

OST will endeavor to investigate the complaint in a prompt and impartial manner. If appropriate, OST may schedule a meeting with the person charged with harassment to hear that individual's version of the incident or complaint. The investigation may also include interviews with individuals who may have observed the alleged conduct or may have other relevant knowledge. OST will attempt to handle the investigation in as confidential a manner as is possible and appropriate under the circumstances. However, OST has a duty to fully investigate any complaints of unlawful activity and cannot guarantee absolute confidentiality.

If the allegation or complaint is sustained, the responsible person will be disciplined (up to and including termination). If the harassment continues, the harassed employee is required to inform the employee's Supervisor, the Executive Director, the chair of the Personnel Committee, and/or the Temple President. A continuing violation of the harassment policy is cause for discipline, up to and including termination.

OST cannot respond to sexual harassment or other harassment about which it is unaware; nor can it respond to mere rumors. Thus, it is not only your right but your obligation to report harassment in the manner described in this policy. This includes harassment that you observe, or to which you have been subjected.

Non-Retaliation

Employees raising a complaint based on a good-faith perception of observing or being subjected to any form of impermissible harassment are protected from any form of reprisal or retaliation, and OST strictly prohibits any form of retaliation. Any perceived act of retaliation for making a complaint of sexual or other impermissible harassment is to be reported in the same manner as the initial complaint. Anyone found guilty of acting in a retaliatory manner to an individual because the individual made a complaint is subject to disciplinary action, up to and including termination.

If, after you have reported harassment or retaliation, you believe additional incidents of harassment or retaliation have occurred, it is your obligation and right to report these additional acts using the same procedure described above.