

Santa Fe Conservation Trust

HARRASSMENT POLICY

Policy#

Adopted: August 4, 2009

Updated: February 4, 2012

Updated: October 19, 2018

As part of Santa Fe Conservation Trust's (SFCT) policy to ensure equal opportunity to all, regardless of sex, sexual orientation, race, ethnic or national origin, age, disability, veteran status, religion, or any other characteristic that is protected by law, SFCT is committed to maintaining a work environment that is free from discrimination and in which all employees and board members can devote their full attention and best efforts to their jobs.

Harassment has no place at work. SFCT will not tolerate any form of harassment based on an employee's sex, sexual orientation, race, national or ethnic origin, age, disability, religion, or any other characteristic that is protected by law.

This policy applies to management and non-management employees, board members, and non-employees who harass our employees or board members.

Examples of "harassment" that are forbidden include offensive language, jokes, or other physical, verbal, or written conduct relating to sex, sexual orientation, race, religion, national or ethnic origin, age, disability, veteran status, or other factor protected by law that would make a reasonable person feel uncomfortable or would interfere with the person's work performance.

The examples below are not exhaustive. It is not possible to list every type of behavior that could be considered harassment in violation of this policy. In general, any conduct based on these traits that could interfere with an employee's work performance or could create an offensive environment is considered harassment in violation of this policy. ***This is the case even if the offending person did not intend to be offensive. You must be sensitive to the feelings of others.***

Sexual Harassment

Sexual harassment (both opposite-sex and same-sex) is strictly prohibited. Examples of behaviors that violate this policy include:

- Sexually offensive jokes or comments
- Touching that is sexual in nature
- Conditioning benefits of employment upon the employee's response to sexual requests
- Displaying sexual materials, including materials that have been copied or downloaded from the Internet, obtained through electronic mail, or from any other source
- Retaliating against an employee who complains of harassment

Harassment Based on Race, National or Ethnic Origin, Gender, Sexual Orientation, Age, Disability, Veteran Status, Religion or Other Protected Factors

SFCT also prohibits harassment based on race, color, national or ethnic origin, gender, sexual orientation, disability, religion, veteran status, or other protected factors. Examples of forbidden harassment include:

- Jokes, parodies, pranks, name-calling, or negative comments based on one of these categories
- Displays of any types of written, published, or other materials or pictures containing negative images or inferences regarding these categories, including electronically obtained materials
- Retaliating against an employee for complaining of harassment under this policy

Reporting Harassment

SFCT cannot investigate or work out matters of which its management or Board is not aware. Every employee has a duty to ***immediately*** report harassment so that SFCT can try to resolve the situation. This is true whether the alleged harasser is an employee, a manager, a board member, or a non-employee, such as a customer or a vendor with whom SFCT does business. You should report harassment when

- You feel you have been harassed
- You have seen or heard of someone else who has been harassed

To report harassment, report to the Executive Director, or if it involved the Executive Director, report to the Board Chair. Once your report has been received, SFCT will:

- Conduct a prompt and thorough investigation
- Discuss the results (although not necessarily any disciplinary action taken against the alleged harasser) with the complaining person and, if appropriate, the action to be taken
- To the extent possible, limit information about the investigation and results to those with a need to know
- When necessary, take appropriate corrective action, up through and including termination

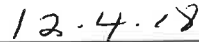
No employee or board member will be punished or subject to retaliation for bringing a report of harassment in good faith to SFCT's attention or for cooperating in an investigation.

Our Commitment to an Effective Harassment Policy

Finally, if you feel SFCT has not met its obligations under this policy, or if you are not satisfied with the way in which your report of harassment was handled, or you feel that you have been retaliated against for reporting harassment, you should contact the Vice Chair. Your assistance in following the policy is the only way to make the policy work for all of us.



Secretary



Date