

INTERNATIONAL ASSOCIATION OF DIECUTTING AND DIEMAKING

Procedure: Personnel - Harassment
Date Issued/Revised: 1/14/00

Purpose

To describe and define the policy and practices to be followed to provide a work environment in which all individuals are treated with respect and dignity and that is free of harassment based upon a person's status (e.g., sex, sexual preference, race, religion, national origin, age or disability and additional categories protected by law). Such harassment, like other types of discrimination, not only violates IADD policy, but can also violate applicable discrimination laws, rules and regulations. All employees are responsible for conducting themselves in accordance with the policy. IADD will not condone such harassment, whether engaged in by employees or by outside third parties with whom we do business.

Policy

A. Definitions

Sexual Harassment

It is against the policy of the IADD for any employee, male or female, to sexually harass another employee. Sexual harassment includes, but is not limited to, unwelcome sexual advances, request for sexual favors, or engaging in other verbal or physical conduct of a sexual nature when either:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- b. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions (e.g., promotions, pay increases, terminations, etc.) affecting such individuals; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Examples of such conduct can include, but are not limited to, unwelcome physical contact, subjection to obscene or other suggestive comments or conduct, sexual jokes or pictures, or other verbal or physical abuse of a sexual nature.

Harassment Relating to Status

Conduct relating to a person's status or other protected characteristic which has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile or offensive working environment constitutes harassment. Examples of such conduct can include, but are not limited to, epithets, ridicule of individuals on the basis of their status or other verbal or physical abuse based on status.

B. Reporting and Investigating Complaints

While IADD encourages individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome, IADD also recognizes that actual or perceived power and status disparities may make such confrontation infeasible. In the event that such informal, direct communication between individuals is either ineffective or infeasible, the following steps should be followed in reporting a harassment complaint:

1. Anyone who believes he or she might have been harassed in violation of this policy, wishes to report an incident or learns of prohibited conduct is responsible for contacting one of the following individuals: your supervisor, the Executive Director or the IADD President.
2. Such reports should be made promptly so that investigation may proceed and other appropriate action may be taken expeditiously.
3. Any allegation of harassment brought under the policy will be promptly investigated. Confidentiality will be maintained during the investigatory process to the extent practical and appropriate under the circumstances. However, in order to effectively investigate such complaints, IADD must determine the scope of the investigation and the individuals who should be informed of the allegations. The complaining party shall be informed generally of the outcome of the investigation and the conclusion regarding the same.

C. Disciplinary Action — Follow Up

Any employee found to have harassed another employee in violation of the policy will be subject to appropriate disciplinary action, up to and including termination of employment. In addition, supervisors/managers who have knowledge that such harassment has occurred in their immediate departments or working groups and take no action to eliminate it are similarly subject to disciplinary action.

D. Non-Retaliation

Retaliation against an employee because that individual, in good faith, raises a complaint of harassment is prohibited. In fact, retaliation for reporting a violation is itself a violation of this policy.

E. IADD Members

Neither sexual harassment nor harassment related to status will be tolerated between employees and members. Complainants should follow the above procedures for reporting and investigating complaints.

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I HAVE READ AND UNDERSTAND THIS IADD POLICY:

Name

Date