

SEXUAL HARASSMENT POLICY ADOPTED BY THE KANSAS ELKS ASSOCIATION

Statement of Philosophy: This State Association is proud of its tradition of maintaining an environment in which all individuals are treated with respect and dignity. Each individual has the right to an atmosphere that promotes equal opportunities and prohibits discriminatory practices, including sexual harassment. Sexual harassment is unacceptable and will not be tolerated by this Association.

Definition of Sexual Harassment: For purposes of this policy, sexual harassment is defined as unwelcome or unwanted conduct of a sexual nature (verbal or physical) when:

1. submission to or rejection of this conduct by an individual is used as a factor in decisions affecting hiring, evaluation, promotion or other aspects of the Association activities, projects, meetings, and social events;

2. this conduct substantially interferes with an individual's ability to work within the Association or creates an intimidating, hostile or offensive environment.

Examples of sexual harassment include but are not limited to: threatening adverse actions if sexual favors are not granted; promising preferential treatment in return for sexual favors; unwanted or unnecessary physical contact; offensive remarks, including unwelcome comments about appearance, obscene jokes or other inappropriate use of sexually explicit or offensive language; the display while at Association activities, projects, meetings, and social events of sexually suggestive objects or pictures; and unwelcome sexual advances by visitors to the Association activities, projects, meetings, and social events when such advances are condoned, either explicitly or implicitly by personnel, officers, and members of the Association.

Persons Covered: This policy covers all Members, volunteers, and employees of this Association. The Association will not tolerate, condone or allow sexual harassment whether engaged in by fellow employees, Supervisors, Officers, Directors, Members, volunteers, or by others who have contact with this Association.

Enforcement of Policy: In accordance with the By-Laws of the Association, and conforming to GLS 16.040 and other Statutes of the Order, a committee shall be appointed by the Association President for enforcement of the provisions of this policy. If a particular incident involves a Committee Member, he or she shall not participate in its proceedings.

The Committee will publish the name of the person appointed as Policy Representative to receive and investigate complaints, formulate procedures with respect to their handling and report his or her findings with recommendations to the Committee for appropriate corrective action. Any person who feels that he or she has been a victim of sexual harassment shall bring the problem to the immediate attention of the Policy Representative. If the complainant is not satisfied with the handling of the complaint by the Policy Representative, or if that person is the subject of the complaint, he or she shall report the matter to any member of the Committee for further consideration.

Any allegation of sexual harassment that is brought to the attention of the Policy Representative will result in a mandatory, confidential investigation of the incident.

APPENDIX XV • SEXUAL HARASSMENT POLICY

It is intended that the privacy of the persons involved will be protected. All reports of sexual harassment shall be kept in confidence, except as is necessary to investigate the complaint and to respond to any legal and/or administrative proceedings arising out of or relating to the sexual harassment report.

Employees who have engaged in such conduct will be disciplined up to and including termination; Members who engage in such conduct will be disciplined per the Statutes of the Order.

For employees, the Enforcement Committee shall have sole discretion and authority to finally determine the discipline and to enforce its terms. However, if a person charged with an offense is a Member of the Committee, final decision with respect to his or her disciplinary action shall be with the Officer, Board, Commission, Committee or Subcommittee having jurisdiction over his or her employment.

Retaliation in any form against a complainant who exercises his or her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action.

Adopted this 12th day of August, 2018, by the members of the Kansas Elks Association at their regular meeting in Overland Park, Kansas.

Attest:

/s/ Deborah Betts
Deborah Betts, President

/s/ Frank Springer
Frank Springer, Secretary