

Friends of the Little Miami State Park

Non-discrimination and Anti-harassment Policy

Harassment-free and Discrimination-free Environment

Employees, members, and volunteers of Friends of the Little Miami State Park (FLMSP) have the right to an environment free from all forms of discrimination and harassment. This includes, but is not limited to, sexual harassment and any harassment based on race, color, national origin, sex, sexual orientation, religion, age, disability, veterans' status, or any other protected category.

Sexual Harassment

No employee, member or volunteer, either male or female, should be subject to unsolicited and unwelcome sexual overtures or conduct. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual or physical conduct of sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions.
- 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.

All employees, members or volunteers are prohibited from offering, promising, or granting preferential treatment to any other employee, member or volunteer, or job applicant, vendor, customer or other business-related person as a result of that individual's engaging in or agreeing to engage in sexual conduct. Likewise, individuals are prohibited from using any other employee's, member's, volunteer's or applicant's refusal to engage in such conduct as a basis for an employment decision. An intimidating, hostile or offensive working environment may be created by such circumstances as pressure for sexual activities, unwanted or unnecessary physical contact with another employee or volunteer, verbal abuse of a sexual nature, the use of sexually explicit or offensive language, including jokes, or the display of sexually suggestive objects or pictures. This includes putting offensive materials on walls or bulletin boards or circulating offensive materials electronically.

Other Forms of Prohibited Harassment

FLMSP also prohibits harassment and discrimination based upon an employee's, members, or volunteer's color, national origin, religion, gender, sexual orientation, age, disability, veterans status, or any other protected category. Examples include: epithets or derogatory comments about race, color or national origin; unequal treatments because of religious beliefs; teasing or joking about a person's age or disability. Likewise, acts or threats of violence, including intimidation, harassment, and/or coercion will not be tolerated.

Complaint Procedure

FLMSP does not condone and will not tolerate harassment or discrimination on the part of any employee, volunteer, or third party, such as customers, vendors or other business-related persons. If any employee or volunteer believes he/she has been subjected to or observed such behavior, in most cases, an employee's or volunteer's supervisor is in the best position to address an area of concern.

However, if you're not comfortable speaking with your supervisor or you're not satisfied with your supervisor's response, you are encouraged to speak with anyone in management whom you are

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comfortable in approaching, including the Compliance Officer. If you're not satisfied with the Compliance Officer's response, you're encouraged to speak with the President.

Supervisors and managers are required to report suspected violations of the Non-discrimination and Anti-harassment Policy to the Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. If you're not satisfied or uncomfortable with following the FLMSP's open door policy, individuals should contact the President of the Board directly.

No Retaliation

Retaliation in any form against any individual who complains of discrimination or harassment or for participating in the investigation of a complaint is strictly prohibited.