



## NCECA ANTI-HARASSMENT POLICY

NCECA is committed to creating and maintaining a work environment in which all people are treated with dignity, fairness, and respect, and are free from harassment. This commitment extends to employees, contractors/ presenters, and anyone who participates in our programs.

Harassment is prohibited by Title 5 United States Code (U.S.C.), Section 2302, Title VII of the Civil Rights Act of 1964, the Age Discrimination Employment Act of 1967, (ADEA), the Rehabilitation Act of 1973, 29 CFR 1604, 1614, 7 CFR Part 15, Equal Employment Opportunity Commission (EEOC) Management Directive 110 and 715. Harassment is governed by state laws, which vary by state, but is generally defined as a course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited to, epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons.

Sexual harassment is a particularly egregious form of harassment and a form of sex discrimination prohibited by law and regulation. Sexual harassment is not condoned in NCECA programs, activities, in the work environment, or in situations that impact the work environment.

NCECA advises those who experience harassment through its programs to report via email to [reports@nceca.net](mailto:reports@nceca.net). Report messages should detail the incident in writing by addressing the following:

Describe what happened.

When and where did it occur?

Has it ever happened before?

Has it happened to anyone else?

If others were present when the incident took place, please consider sharing their names and contact information?

Have you talked with anyone about the incident(s)?

Was it conveyed to the alleged harasser that the behavior was unwelcome?

Is there any other information you may have that would substantiate the allegation(s)?

NCECA will investigate claims of harassment pertinent to its programs, opportunities, and operations that are reported in a timely fashion. Any person or persons determined through investigation to have been responsible for harassment of others may be subject to corrective measures up to and including termination of employment or board service, removal from current and/or future eligibility as a presenter or volunteer, or award beneficiary.