

# The Silver Star Families of America Policy on Discrimination and Harassment

The SSFOA does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies

Steve Newton  
525 Cave Hollow Rd.  
Clever Mo. 65631

For further information on notice of non-discrimination, see list of [OCR enforcement offices](#) for the address and phone number of the office that serves your area, or call 1-(800)-421-3481

## Policy Statement

This defines the harassment policy of Silver Star Families of America

The most productive and satisfying volunteer environment is one in which work is accomplished in a spirit of mutual trust and respect. Harassment is a form of discrimination that is offensive, impairs morale, undermines the integrity of volunteer relationships and causes serious harm to the productivity, efficiency and stability of our organization.

All volunteers have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment.

Harassment on the basis of a volunteers race, color, creed, ancestry, national origin, age (40 and over), disability, sex, marital status, membership in the military reserve or use or nonuse of lawful products away from work is expressly prohibited under this policy.

This policy will be issued to all current volunteers.

## Definitions

In general, harassment means persistent and unwelcome conduct or actions on any of the bases underlined above. Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.

### **Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to**

The repeated making of unsolicited, inappropriate gestures or comments;

The display of offensive sexually graphic materials not necessary for our work;

### **Harassment on any basis (race, sex, age, disability, etc.) exists whenever**

Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's volunteerism.

Submission to or rejection of such conduct is used as the basis for a volunteers decision affecting an individual.

The conduct interferes with a volunteers work or creates an intimidating, hostile or offensive work environment.

### **Recognizing Harassment**

Harassment may be subtle, manipulative and is not always evident. It does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and is personally offensive. All forms of gender harassment are covered. Men can be sexually harassed; men can harass men;

Women can harass other women. Offenders can be managers, supervisors, volunteers, and non-employees such as clients or vendors.

### **Some examples:**

#### **Verbal:**

Jokes, insults and innuendoes (based on race, sex, age, disability, etc.), degrading sexual remarks, referring to someone as a stud, hunk or babe; whistling; cat calls; comments on a persons body or sex life, or pressures for sexual favors.

#### **Non-Verbal:**

Gestures, staring, touching, hugging, patting, blocking a person's movement, standing too close, brushing against a person's body, or display of sexually suggestive or degrading pictures, racist or other derogatory cartoons or drawings.

### **Grievance Procedure**

Any employee who believes he or she is being harassed, or any volunteer, who becomes aware of harassment, should promptly notify his or her supervisor. If the volunteer believes that the supervisor is the harasser, the supervisor's supervisor should be notified. If an volunteer is uncomfortable discussing harassment with his or her supervisor, the volunteer should contact Steve Newton.

Upon notification of a harassment complaint, a confidential and impartial investigation will be promptly commenced and will include direct interviews with involved parties and where necessary with volunteer who may be witnesses or have knowledge of matters relating to the complaint. The parties of the complaint will be notified of the findings and their options.

### **Non-retaliation**

This policy also expressly prohibits retaliation of any kind against any volunteer bringing a complaint or assisting in the investigation of a complaint. Such volunteers may not be adversely affected in any manner related to their employment.

### **Disciplinary Action**

The SSFOA views harassment and retaliation to be among the most serious breaches of work place behavior. Consequently, appropriate disciplinary or corrective action, ranging from a warning to termination, can be expected.