

Twin Lakes Area Chamber and Business Association

POLICY AND PROCEDURE

Non-Discrimination and Equal Employment Opportunity

It is the intention of the Twin Lakes Area Chamber and Business Association (TLACBA) to treat all people with dignity, respect and compassion as well as honoring diversity.

DEFINITIONS

The Twin Lakes Area Chamber and Business Association (TLACBA) is committed to non-discrimination in the consideration of employment and the employment terms and conditions of all applicants for employment at the Chamber and Chamber employees. No applicant for employment or employee will be discriminated against or treated unfavorably because of race, color, religion, national origin, sex, age, sexual orientation, or disability.

POLICY

TLACBA is committed to providing an environment free from all forms of discrimination.

PROCEDURE

Any person who is aware of any alleged violation of this policy should immediately report such to a Chamber Officer, Chamber Board Chair or Chamber Board Director. All such complaints will be thoroughly investigated and promptly resolved in strict compliance with all applicable laws. If, after the investigation is completed, it is determined that any Employee, Chamber Officer, Chamber Board Chair, or Chamber Board Director violated this policy, or retaliated in any way against complainants under the policy, he/she will be subject to corrective action. Corrective action may include, but is not limited to, the following:

- 1. employment termination,**
- 2. loss of elected or appointed Chamber position,**
- 3. Chamber membership termination.**

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ANTI-HARASSMENT

It is the intention of the Twin Lakes Area Chamber and Business Association (TLACBA) to treat all people with dignity, respect and compassion as well as honoring diversity.

DEFINITIONS

- TLACBA expressly prohibits any harassment or discrimination based upon race, sex, age, religion, disability, marital status, national origin, sexual orientation, ancestry, and any other basis prohibited by law.
- Harassment may occur whenever unwelcome conduct, verbal or written communication, touching, teasing, joking, displaying of sexually suggestive objects or photographs, or intimation based on any of these behaviors creates an intimidating, threatening, hostile, offensive or unsafe environment. Harassment may also occur if any of these behaviors creates the perception of an intimidating, threatening, hostile, offensive, or unsafe environment.
- Unwelcome sexual advances, requests for sexual favors, and other verbal, written, visual or physical conduct that may be perceived as being of a sexual nature are serious violations of this policy and are prohibited.

DEFINITIONS (con't)

- Harassment occurs whenever someone is subjected to such conduct, whether it is explicit or implicit.
- Retaliating or discriminating against someone for complaining about harassment is strictly prohibited. Retaliating against witnesses or other individuals who are involved in a harassment investigation is also prohibited.

POLICY

TLACBA is committed to providing an environment free from all forms of harassment that inhibits effective communication, productivity and positive outcomes.

PROCEDURE

- A. As conduct, comments or undesirable behavior which might be offensive to some individuals might be considered inoffensive by others, it is often difficult for leadership, committee chairs and/or others to learn of and take corrective action to halt harassing or discriminating behavior unless the affected individual and/or witnesses feel comfortable reporting any behavior that is inappropriate, offensive, unwarranted, or undesirable.
- B. Individuals are encouraged to approach the alleged violator of the policy to discuss the issue and ask him/her to immediately stop the offensive activity. However, this step is not required if the individual feels uncomfortable or believes that it will be ineffective.

PROCEDURE (con't)

C. Regardless of whether the individual decides to talk with the alleged violator of the policy, the individual or witness must promptly report the conduct to any of the following individuals:

- 1. For employees, his/her immediate supervisor,**
- 2. Chamber Committee Chair of the Committee in which the individual is participating,**
- 3. Chamber Board Chair or Board Director.**
- 4. Chamber Officer.**

D. All claims of harassment will be treated seriously and investigated in a timely and thorough manner. Confidentiality will be maintained as much as possible during the investigation.

E. Any Chamber Employee, Chamber Volunteer, Chamber Member, including any Chamber Officer, Chamber Board Chair, or Board Director who violates this policy will be subject to corrective action. If, after an investigation is completed, it is determined that harassment or retaliation has occurred, Chamber leadership will take immediate and appropriate corrective action as warranted by the offense, designed to halt harassment and prevent re-occurrences. Corrective action may include, but is not limited to, the following:

- 1. employment termination,**
- 2. loss of elected or appointed Chamber position,**
- 3. Chamber membership termination,**
- 4. removal from volunteer activity with the Chamber.**

SIGNATURE OF ACKNOWLEDGEMENT

I acknowledge my review and acceptance of the above Twin Lakes Area Chamber and Business Association Non-Discrimination, Equal Employment Opportunity and Anti-Harassment Policies and Procedures.

Agreed,

Print Name

Signature

Chamber Affiliation (Employee, Member, Volunteer, etc)

____/____/____
Date