PURPOSE:

NC AWWA-WEA seeks to ensure that its employees and volunteers are protected from harassment and will therefore not tolerate harassment of employees, Association members or volunteers by other employees or non-employees. Any form of harassment is a violation of this policy.

In establishing this policy, the term harassment is defined to include, but is not necessarily limited to, slurs, jokes, other verbal, graphic or physical conduct relating to an individual’s race or ethnicity, color, gender, religion, national origin, age, handicap, disability, citizenship, marital status, or veteran status; or any other conduct that is offensive or abusive. Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

This policy also applies to electronic media.

PROCEDURE:

1. It is the responsibility of any person who believes he/she is being subjected to harassment take steps without delay to have the problem resolved. In many situations the harassment can be handled informally by discussing the issues with the person involved. A complainant should make it known to the harasser that the behavior is unwelcome.

2. If the complainant is not comfortable communicating with the harasser, or if the communication does not stop the harassment, the complainant may request that the Executive Director or any member of the Executive Committee act as intermediary to communicate the problem to the harasser.
3. If these options do not resolve the problem and the employee, member of the Association or volunteer believes that he/she has been unlawfully harassed, a written complaint should be provided immediately to the Executive Director or any member of the Executive Committee. The complaint should include details of the incident or incidents including dates, times and locations, names of individuals involved and names of any witnesses.

4. NC AWWA-WEA encourages all members to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

5. The Executive Director or any member of the Executive Committee receiving a complaint or allegation of harassment shall additionally prepare a written statement documenting the date, time and circumstances under which the complaint was reported, and any other information regarding the complaint, including the names of any witnesses to the reporting of the complaint.

6. Any employee, Association member or volunteer alleged to have violated this policy shall be subject to disciplinary or other corrective action taken to stop the harassment. Due process shall be afforded, as described in the Board’s Code of Conduct Policy.

7. NC AWWA-WEA will immediately undertake effective, thorough and objective investigation of the harassment allegations. All such complaints or questions will be kept in confidence to the extent consistent with NC AWWA-WEA’s need to investigate the complaint and address the situation.

8. If NC AWWA-WEA determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Whatever action is taken against the harasser will be made known to the complainant and NC AWWA-WEA will neither retaliate against any complainant nor permit retaliation by its members.