



POLICY AND PROCEDURE

PAGE: 1 of 4	REPLACES POLICY DATED: N/A
EFFECTIVE DATE: February, 2016	APPROVED BY: APSNA BOD 2015-2016
NEXT REVISION: February, 2019	
POLICY DESCRIPTION: Nondiscrimination/ Anti-Harassment Policy	
REVIEWED: 10/16	REVISION:

STATEMENT OF POLICY:

This Nondiscrimination / Anti-Harassment Policy (the “Policy”) states the American Pediatric Surgical Nurses Association, Inc.’s (“APSNA”) position on discrimination and harassment. APSNA is an equal opportunity employer and complies with all applicable federal, state and local fair employment practices laws. APSNA strictly prohibits discrimination and unlawful harassment against its employees, applicants directors, officers, members, volunteers, and contractors on the basis race, color, national origin, religion, sex (including pregnancy), sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law.

Conduct prohibited by this Policy is unacceptable in APSNA and in any organization-related setting outside APSNA, such as during APSNA-sponsored or -related trips, meetings and social events.

Sexual Harassment

All APSNA employees, other workers, members, and representatives are prohibited from harassing employees and other covered persons based on that individual’s sex or gender (including pregnancy and status as a transgender or transsexual individual) and regardless of the harasser’s sex or gender.

Sexual harassment means any harassment based on someone’s sex or gender, including any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature, when any of the following is true:

- I. Submission to the advance, request or conduct is made either explicitly or implicitly a term or condition of membership or employment.
- II. Submission to or rejection of the advance, request or conduct is used as a basis for membership or employment decisions.
- III. Such advances, requests or conduct have the purpose or effect of substantially or unreasonably interfering with a member’s membership or an employee’s work performance by creating an intimidating, hostile or offensive work environment.

APSNA will not tolerate any form of sexual harassment, regardless of whether it is:

- IV. Verbal (for example, epithets, derogatory statements, slurs, sexually-related comments or jokes, unwelcome sexual advances or requests for sexual favors).
- V. Physical (for example, assault or inappropriate physical contact).

- VI. Visual (for example, displaying sexually suggestive posters cartoons or drawings, sending inappropriate adult-themed gifts, leering or making sexual gestures).

This list is illustrative only, and not exhaustive. No form of sexual harassment will be tolerated.

Other Types of Harassment

APSNA's anti-harassment policy applies equally to harassment based on race, color, national origin, religion, sex (including pregnancy), sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law.

Such harassment often takes a similar form to sexual harassment and includes harassment that is:

- VII. Verbal (for example, epithets, derogatory statements, slurs, derogatory comments or jokes).
- VIII. Physical (for example, assault or inappropriate physical contact).
- IX. Visual (for example, displaying derogatory posters, cartoons, drawings or making derogatory gestures).

This list is illustrative only, and not exhaustive. No form of harassment will be tolerated.

Retaliation

APSNA is committed to enforcing this Policy against all forms of discrimination and harassment. However, the effectiveness of its efforts depends largely on members and employees reporting inappropriate workplace conduct. If members and/or employees feel that they or someone else may have been subjected to conduct that violates this Policy, they should report it immediately (as described below). If members and/or employees do not report harassing or discriminatory conduct, APSNA may not become aware of a possible violation of this Policy and may not be able to take appropriate corrective action.

APSNA prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. No one will be subject to any form of discipline, reprisal, intimidation, or retaliation for good faith reporting of incidents of harassment or discrimination of any kind or cooperating in related investigations.

Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this Policy or believe they have witnessed such conduct should discuss their concerns with the Immediate Past President as soon as possible. Complaints should be as detailed as possible, including the names of all individuals involved and any witnesses. If you do not feel comfortable reporting the matter to the Immediate Past President for any reason or if the Immediate Past President is not available or you believe that the matter has not been appropriately addressed by him/her, you should report the matter to the President Elect.

APSNA encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived violations of this Policy.

Any such complaint will be heard in confidence, and the information will be disclosed only on a need-to-

know basis to investigate and resolve the matter. APSNA will investigate the complaint promptly and thoroughly and will take any appropriate corrective action. Any individual found to have violated this Policy will be subject to discipline, up to and including termination of membership / employment or removal.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

[Remainder of Page Intentionally Left Blank]

I, _____, acknowledge that, I received and read a copy of the Nondiscrimination / Anti-Harassment Policy of the American Pediatric Surgical Nurses Association, Inc. and understand that it is my responsibility to be familiar with and abide by its terms. I understand that the information in this Policy is intended to help APSNA's employees, directors, officers, members and volunteers to work together effectively on assigned responsibilities.

Signature

Printed Name

Date

[Signature Page to Nondiscrimination / Anti-Harassment Policy of the American Pediatric Surgical Nurses Association, Inc.]