

Woodridge Swim Club

Harassment Guidelines

Woodridge Swim Club (WSC) considers it a priority to maintain a work environment that is free of sexual harassment and all other forms of harassment in accordance with Title VII of the Civil Rights Act of 1964. Sexual harassment, according to the Federal Equal Employment Opportunity Commission (EEOC), consists of unwelcome sexual advances, requests for sexual favors or other verbal or physical acts of a sexual or sex-based nature where:

- Submission to such conduct either explicitly is made or implicitly a term or a condition of an individual's employment; or
- An employment decision is based on an individual's acceptance or rejection of such conduct; or such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

WSC has a legal duty to investigate and eradicate any form of sexual harassment, to investigate complaints about conduct in violation of this Policy and to implement remedies for violation of this Policy.

Any of the prohibited conduct described below is sexual harassment of anyone at whom it is directed. Sexual harassment is unlawful, and such prohibited conduct exposes not only WSC, but individuals involved in such conduct, to significant liability under the law. Staff members and Pool General Members at all times should treat WSC's staff members respectfully and with dignity in a manner so as not to offend the sensitivities of an employee.

Conduct:

WSC considers the following conduct to represent some types of acts that violate the Harassment Policy (Examples of prohibited conduct listed are not to be construed as an all-inclusive list of prohibited acts under this policy.):

- Physical assaults of a sexual nature, such as:
 1. Rape, sexual battery, molestation or attempts to commit these assaults
 2. Intentional physical contact, which is sexual in nature, such as unwanted touching of a staff member's body.
- Unwanted sexual advances, propositions or other sexual comments, such as:
 1. Sexually-oriented gestures, touching, restriction of movement, flirtations, staring, noises, catcalls, remarks, questions, insults, jokes, comments about an individual's dress or body or comments about a person's sexuality or sexual experience.
 2. Preferential treatment or promises of preferential treatment to a staff member for submitting to sexual conduct, including soliciting or attempting to solicit any staff member to engage in sexual activity for compensation or reward.
 3. Subjecting, or threats of subjecting, a staff member to unwelcome sexual attention, conduct, coercion or making performance of the staff member's job more difficult because of that staff member's sex.
- Sexual or discriminatory displays or publications anywhere in WSC's workplace by WSC's staff members or general pool members, such as:
 1. Displaying pictures (including pictures of nude or partially clothed persons), posters, calendars, cartoons, graffiti, objects, catalogs, reading materials, or other materials that are sexually suggestive, sexually demeaning, or pornographic or possessing such material in the work environment.

2. Reading or otherwise publicizing in the work environment materials that are sexually revealing, sexually suggestive, sexually demeaning or pornographic
 3. Holding office or agency parties, meetings or functions with entertainment that is intended to be sexually suggestive.
- Retaliation for sexual harassment complaints, such as:
 1. Disciplining, changing work assignments of, providing inaccurate work information to or refusing to cooperate or discuss work related matters with any staff member because that staff member has complained about or resisted harassment or retaliation.
 2. Changing or influencing a staff member's evaluation, wages, advancement, duties, or any other condition of employment or career development because that staff member has complained about or resisted harassment or retaliation.
 3. Intentionally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct such as that described above.

Corrective Action:

Persons who violate WSC's policy are subject to disciplinary action. Disciplinary action under this policy will not limit WSC's options under other policies regarding corrective action. A disciplinary action for a subsequent offense does not require that the offenses be identical or even similar. Disciplinary action will be based upon the nature and severity of the behavior involved and upon whether the behavior is alleged or demonstrated. Corrective action may include, but is not limited to, the following: non-disciplinary verbal counseling, disciplinary verbal or written counseling, a written warning, reassignment, transfer, demotion, suspension or termination.

Complaints:

WSC will provide its staff members with convenient, confidential, and reliable mechanisms for reporting incidents of harassment and retaliation. Staff members who believe they have been subjected to, or who have observed, harassment or retaliation are requested to report such acts to either the Manager, Assistant Manager, or any of the 15 Board of Governors. The purpose of having several persons to whom complaints may be made is so that a staff member is not faced with complaining to the person, or a close associate of the person, whose conduct is the subject of the complaint. All such complaints must immediately be reported to The Board of Governors via email or phone calls. Complaints of acts of harassment or retaliation will be accepted in either written or oral form.

WSC will make every reasonable attempt to keep its investigation as confidential as possible. Confidentiality cannot be guaranteed, however, because the agency can only advise, not control, individuals in their communications with others. Likewise, if the incident becomes the subject of legal action, the agency may be required to disclose information concerning the incident.