

STANDARD OF CONDUCT AND NO-HARASSMENT POLICY

It has been and will continue to be the policy of IIABA to create and maintain an environment in which its employees are free to pursue their career goals and its members and state association staff (collectively “Members”) are free to pursue their industry professional goals, both unhindered by illegal discrimination or harassment of any kind during their work for or with IIABA. This Policy requires Members’ active participation in ensuring that neither the employees who work for IIABA nor the Members are illegally harassed or discriminated against, and that those individuals have the opportunity to seek relief for any complaints or grievances they have for alleged violations of this Policy. The practices and procedures in this Policy are designed to ensure that all Members understand their rights, obligations and responsibilities in this important area.

A. Prohibited Conduct: Comments or actions, whether verbal, print, electronic, or otherwise, that discriminate against an employee or Member based on race, color, sex, religion, national origin, age or other classes or characteristics protected by law are unlawful, and therefore prohibited, as is conduct that creates an intimidating, hostile or offensive working/meeting environment. For example, jokes relating to these classes, even when disguised as humor, may be offensive, and are therefore prohibited. This includes, but is not limited to, derogatory communications or conduct based on stereotypes about members of a particular gender or other class or characteristic protected by law. Unwelcome communications (such as, but not limited to verbal, print, and electronic) or physical conduct of a sexual nature also are prohibited if an individual’s submission to that communication or conduct is made explicitly or implicitly a term of that individual’s employment or membership stature/involvement with IIABA, or when that communication or conduct creates an intimidating, hostile or offensive working/meeting environment. No Member shall threaten or insinuate, whether explicitly or implicitly, that an employee’s or Member’s submission to sexual advances will affect their employment or membership stature/involvement with IIABA. These types of conduct will not be tolerated by IIABA, regardless of whether the conduct is by or directed at IIABA employees or Members.

B. Complaint Procedure: Any Member who believes that he/she has been harassed or discriminated against in any manner in violation of this Policy, or who has concerns about a potential violation, should immediately notify any IIABA Senior Staff Corporate Officer (*i.e.*, those individuals who report directly to the President/CEO), including IIABA’s General Counsel. IIABA prohibits any kind of retaliatory action against an individual who has reported in good faith alleged violations of this Policy or assisted in the investigation of any complaints based on it. Members who are aware of conduct in violation of this Policy and fail to report it may be subject to disciplinary action, including, but not limited to, the loss of his/her privileges to attend/participate in any meetings/events held or sponsored by IIABA or to serve on IIABA committees.

All complaints will be handled as confidentially as practical, and IIABA promptly will investigate the circumstances surrounding the alleged acts of harassment or discrimination in violation of this Policy. If it is found that a violation of this Policy has occurred, immediate and appropriate corrective action will be taken. Any Member who violates this Policy may be subject to disciplinary action, including, but not limited to, the loss of his/her privileges to attend/participate in any meetings/events held or sponsored by IIABA or to serve on IIABA committees.