

2.4 NON-DISCRIMINATION & ANTI-HARASSMENT

Girl Scouts is committed to creating a respectful, courteous work environment free of discrimination and unlawful harassment of any kind. GSDSW does not tolerate sexual or other unlawful harassment by any employee, volunteer, vendor, contractor, consultant, customer or visitor. Harassment is a breach of GSDSW policy, and a violation of state and/or federal law. Harassment is a form of misconduct that undermines the integrity of the employment relationship and is incompatible with the values, traditions, and purposes of Girl Scouting as stated in the Constitution of Girl Scouts of the U.S.A. In addition to any disciplinary action that GSDSW may take, up to and including termination, offenders may also be personally liable for any legal and monetary damages.

All harassment and discrimination claims will be investigated in a timely, fair and thorough manner, and GSDSW expects all employees to cooperate fully in any investigation. All complaints will be investigated as discreetly and confidentially as possible. If the organization finds that discrimination or harassment has occurred, it will take appropriate corrective action up to and including termination of employment of the offending employee, (or other appropriate action if the offender is not an employee of the organization).

The Chief Executive Officer has the overall responsibility to maintain effective enforcement of non-discrimination and harassment policies. Each manager is responsible for handling any complaints in accordance with the policy. Any manager who is informed of or receives a complaint must report it directly to the Chief Executive Officer. If the complaint involves the Chief Executive Officer, then the complaint should be reported to the Board Chair. Each employee is responsible for following the procedures explained in this policy to ensure that her/his complaint is handled promptly and appropriately.

Signature _____

Date _____