

Eagle's Nest Foundation Harassment and Bullying Policies 2022

Harassment

Eagle's Nest Foundation will not tolerate any form of harassment based on race, color, national origin, ethnic origin, hair style, religion, ancestry, gender, gender identity, gender expression, sex, sexual orientation, age, disabling condition, or military or veteran statuses or any characteristic protected by law.

Eagle's Nest Foundation will not tolerate harassment of any kind and takes allegations of harassment very seriously. We believe all employees and participants should be free from discrimination. The Foundation expects that every employee, regardless of position or credentials, and all participants, will abide by this policy. The Foundation will investigate complaints of harassment, and the Foundation will determine the appropriate disciplinary action to be taken if harassment has occurred. **A violation of our policy could result in immediate dismissal or termination.**

Harassment can take many forms, but it would include offensive language, jokes, or actions relating to **race, color, sex, national origin, ethnic origin, hairstyle, religion, ancestry, gender, gender identity, gender expression, sex, sexual orientation, age, disabling condition, or military or veteran statuses**, or other characteristics protected by law that would:

- make a reasonable person feel discomfort, or
- interfere with an employee's work performance
- interfere with a participant's experience.

We cannot list each type of harassment that could occur. However, actions that relate to any of the individual characteristics protected by law that interfere with work performance or create an offensive environment will be considered harassment. **It does not matter if an employee or participant does not intend to offend another person. It does not matter if the offensive activity is not directed toward a specific person.** What matters is the effect of the harassing conduct on the offended individual.

Sexual Harassment is not allowed.

Examples of activities that will not be tolerated:

- Sexually offensive jokes;
- Any sexual assault, contact, or touching;
- A promise to give favorable treatment in exchange for a sexual favor;
- A threat to treat an employee unfairly if a sexual favor is denied
- Exhibition of sexually-oriented material or information
- Offensive statements based on gender or gender identity
- Punishment because a person complained of sexual harassment.

We will not tolerate harassment based upon a person's race, color, sex, national origin, ethnic origin, hair style, age, disability, religion, ancestry, gender, gender identity, gender expression, sex, sexual orientation, age, disabling condition, or military or veteran statuses or any other characteristic protected by law.

An insult directed against another employee or participant based on any of the above classifications is a violation of our policy and federal law. Just as with sexual harassment, harassment based on these protected characteristics can come in more subtle forms. Jokes, social media posts, and negative comments about a personal trait such as an employee or participant's nationality constitute harassment. Creating derogatory graffiti about someone would also violate our firm policy against harassment. Again, the creation of an offensive environment can constitute harassment, even if the offensive activity is not directed against any particular person, or even if there is not an intent to offend another employee or participant. As an example, we would regard wearing a t-shirt or a button with a racial slur as harassment. The Foundation advises each employee to refrain from doing anything that you know, or suspect, would be insulting, obnoxious, or offensive to other employees, campers, students or their families.

Bullying

Eagle's Nest will not tolerate any form of bullying.

Eagle's Nest Foundation will not tolerate bullying of any kind and takes allegations of bullying very seriously. The Foundation expects that every employee, regardless of position or credentials, and all participants, will abide by this policy. The Foundation will investigate complaints of bullying behavior, and the Foundation will determine the appropriate disciplinary action to be taken if bullying has occurred. **A violation of our policy could result in immediate dismissal or termination.**

Bullying is the intentional, repeated hurtful acts, words or other behavior committed by one person (or people) against another person. The behavior can be physical, verbal or psychological. Examples of bullying behavior include:

- Taunting with put-downs
- Pushing, shoving, tripping
- Social exclusion and shunning
- Gossiping
- Unauthorized sharing of private information or making derogatory comments on a social networking site

What you should do if you think harassment or bullying has occurred

The Foundation encourages any employee or participant who believes he or she has been harassed or bullied to report their concern as soon as possible. Reports may be made in writing, electronically via email, and/or verbally. Reports may also be made anonymously; however, please provide enough information that would allow the Foundation to conduct an investigation. No employee or participant will be punished for complaining about harassment or bullying. If you know or suspect that a co-worker or participant has been harassed or bullied, you have a duty to report it to the Outdoor

Academy, Camp or Executive Director, or the Human Resources Manager or any other adult in a supervisory capacity who you feel comfortable with, in order that corrective steps may be taken. You should report an offensive activity if you feel you have been harassed or bullied or you have observed another person being harassed or bullied. It does not matter who violated this policy, whether it is a participant, staff member, supervisor, etc. You should also report any harassment or bullying performed by a non-employee, such as a businessperson, or even a parent, who might visit the premises.

Upon Receipt of Any Report

The Foundation will:

- thoroughly and promptly investigate,
- if an employee, discuss its investigation with the complaining employee;
- if a participant, discuss its investigation with the participant's parent or guardian
- keep the investigation and results as confidential as possible;
- take corrective action, including termination or dismissal of the harasser or the offending party, if a complaint is valid.

Be assured that any employee or participant who reports harassment or bullying will not be punished for reporting harassment or bullying. Likewise, the employee or participant will not be punished for cooperating in an Investigation.

If you believe the Foundation has not met its obligations to protect against harassment or bullying, or if you are not satisfied with the way in which a report was handled, please discuss your concerns with the Executive Director or the President of the Board of Trustees for Eagle's Nest Foundation.