

Sexual Harassment Policy

Adopted March 23, 2003
Revised July 4, 2012



The ITA prohibits any employee, volunteer, or vendor from making sexual advances of a verbal or physical nature toward another employee or applicant for employment.

Sexual harassment is viewed as a form of employee conduct that undermines the integrity of the employment relationship. All employees must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment is defined as behavior that is unwelcome and personally offensive. It reduces morale, interferes with work productivity, impugns individual dignity, and is contrary to the ITA's mission.

Some examples of sexual harassment are

- unwelcome or unwanted sexual advances. This includes patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact considered unacceptable by another individual.
- requests or demands for sexual favors. This includes subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequences concerning one's employment.
- verbal abuse or kidding that is sexually oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance (where such comments go beyond a mere compliment); off-color jokes that are clearly unwanted; or any other tasteless, sexually oriented comments, innuendoes, or offensive language.
- any sexually oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone, which reduces personal productivity.
- participation in fostering a work environment that is generally intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, demands, physical contacts, or attention.

Sexual harassment is a practice that demeans the individual being treated in such a manner. Consequently, the ITA will not tolerate sexual harassment of its applicants, employees, or volunteers by anyone. The ITA will, as necessary, take disciplinary action, up to and including termination, in accordance with this policy to ensure that we meet our responsibilities to our employees.

The responsibility of the ITA's sexual harassment policy execution and administration is assigned to the Executive Director. Each employee of the ITA is accountable for acting in compliance with and support of the policy. Every employee is encouraged to discuss any violations of this policy in confidentiality with the Executive Director without fear of any reprisals. Employees may also bring such violations to the attention of their immediate supervisor or Executive Director.

PROCEDURES:

1. A report of an alleged violation of this policy should be made immediately to the Executive Director.
2. An investigation of the alleged harassment will be handled by the Executive Director in a confidential manner so as to protect the privacy of persons involved. Confidentiality will be maintained throughout the investigation process to the extent practical and appropriate under the circumstances. In pursuing the investigation, the Executive Director will try to take the wishes of the complainant into consideration, but will thoroughly investigate the matter as appropriate under the circumstances. The alleged person harassing will be made aware of the alleged harassment and will be given an opportunity to respond and present witnesses. The Executive Director will keep the complainant informed as to the status of the investigation. Upon completion of the investigation of a sexual harassment complaint, the executive director will recommend to the ITA Executive Board the appropriate action to be taken. If the ITA Executive Board concludes that harassment occurred, the person harassing will be subject to appropriate disciplinary procedures, as described below. The complainant will be informed of the disciplinary action taken.
3. In the event that the harassment cannot be substantiated, this finding will be communicated to the complainant in an appropriately sensitive manner. The complainant is always free to provide additional evidence that will also be investigated.
4. If either party directly involved in a sexual harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit his or her written comments in a timely manner to the ITA Executive Board.
5. Employment conditions of the offended party and witnesses will be in no way adversely affected through use of this procedure, subject to paragraph 7, below.
6. Individuals found to have engaged in misconduct constituting sexual harassment will be severely disciplined. Appropriate sanctions may include written reprimand, referral to counseling, withholding pay, or termination.

If an investigation results in a finding that the complainant falsely accused another of sexual harassment knowingly or in a malicious manner, the complainant will be subject to appropriate sanctions.