

SITE IMPROVEMENT ASSOCIATION -- HARASSMENT POLICY

SITE Improvement Association is committed to providing an environment that is free of discrimination and unlawful harassment. Potentially illegal harassment includes improper or unwelcome conduct directed to a SITE employee based on the employee's race, color, national origin, sex, age, religion or handicap. Unacceptable harassment also includes any SITE employee being subjected or exposed to an offensive work environment. A SITE employee's work environment includes both the SITE office and any location where any SITE business or social function may take place.

SITE does not tolerate any conduct by its employees, SITE members or other non-employees which constitutes harassment of any employee. Harassment includes verbal or physical conduct that creates an intimidating, offensive or hostile work environment or that unreasonably interferes with job performance. Sexual harassment includes any request or demand for sexual favors that is implicitly or expressly or could reasonably be viewed as a condition of employment or that could be viewed to affect any aspect of an employee's employment status.

Employees are encouraged to promptly report any incident of harassment to SITE's Executive Director or, if the employee feels uncomfortable making the report to the Executive Director or if the Executive Director is involved in the alleged harassment, then the employee should report the alleged harassment to the President of SITE. The employee's harassment complaint will then be promptly and thoroughly investigated. If the complaint is found to be warranted, in whole or in part, appropriate discipline or other appropriate action to the offending person will be taken. There will be no retaliation against an employee who makes a complaint of harassment.

In addition to SITE not tolerating harassment against SITE employees, SITE also does not tolerate any type of harassment or abusive language or behavior directed to any member or guest at any SITE meeting or social function regardless of whether the offending person is or is not under the influence of alcohol. Any complaint of offensive conduct should be made either to SITE's Executive Director or to SITE's President. The complaint will be investigated and, if found to be warranted, will result in appropriate remedial action.