

**AMERICAN LEGION, ORO VALLEY POST 132, INC.**  
**HARASSMENT POLICY**  
**Dated 1/11/2025**

The American Legion, Oro Valley Post 132, Inc. will not tolerate verbal or physical conduct by any member or employee that is inappropriate, offensive and discriminates against any co-workers, visitors, or others associated with the Legion, on the basis of any legally protected status, or which harasses, disrupts or interferes with another's work performance or which creates an intimidating, offensive or hostile working environment.

Discrimination or harassment can take many forms. It may be, but is not limited to: words, conduct, adverse job action, signs, jokes, pranks, intimidation, physical contact, or violence. While all forms of discrimination and harassment based on an employee's legally protected status are prohibited, including but not limited to any adverse job action/activity or intimidation based on race, color, age, religion, gender, national origin, disability status, marital status, veteran's status or sexual orientation, it is the Legion's policy to emphasize that Sexual Harassment is illegal and prohibited by both AZ State and Federal law.

In order to maintain the Oro Valley Post 132, Inc. organization that is free from any form of sexual harassment, the Post puts all members or employees including Post 132, Squadron 132 and American Legion Rider Chapter 132 officials, Committee Chairpersons and supervisors on notice that sexual harassment of members or employees is prohibited. Specifically, it is contrary to the Post's policies for any member or employee to sexually harass another member or employee by, including but not limited to:

- (1) Unwelcome sexual advances, propositions or flirtations;
- (2) Unwelcome attention of a sexual nature such as degrading comments, suggestive or lewd remarks, propositions, jokes, tricks or noises;
- (3) Unwanted hugs, touches, kisses or requests for sexual favors;
- (4) The threat or suggestion that continued membership, employment, advancement, assignment or earnings depend on whether or not the employee will submit to or tolerate harassment;
- (5) Retaliation for complaining about sexual harassment.
- (6) Creating a volunteer or work environment in which conduct of a sexual nature substantially interferes with an individual's work performance/activity or creates an atmosphere intimidating, hostile or offensive to members or employees.

All members and employees are further advised that sexually explicit or sexually offensive material has no place within the Post's meeting places and facilities. Such material may not be posted, displayed, or even possessed within the meeting place or facility. Possession of such material, even if it is not posted or publicly displayed, will be considered a violation of Post policy and will subject the individual to disciplinary action, including discharge and possible criminal prosecution. Please be advised that any type of unlawful harassment, sexual or otherwise, will carry the same treatment as stated for Sexual Harassment.

Any member or employee who believes that the actions or words of a Post officer, supervisor, fellow employee or any outside party in the workplace constitute unwelcome harassment or unlawful discrimination has a responsibility to report such conduct or immediately complain to his or her immediate supervisor, Post Commander, or Post Adjutant should his/her direct requests that the conduct cease, be ignored. If a member or employee is uncomfortable raising his or her complaint with someone to whom he/she reports or the identified Post Officers herein, or if the complaint involves someone in his or her direct line of command, then that member or employee should bring a complaint to another Post official or supervisor or the Department Adjutant. As this can be a very disturbing situation, any complainant may bring a trusted friend with them to report the complaint if they choose to, no matter who they report the complaint to. If an investigation is warranted, the complaint will be forwarded to the Internal Affairs Commission for investigation and recommendation.

Confidentiality at the time of reporting the incident will be preserved to the maximum extent possible. However, all allegations of unlawful harassment and discrimination must be investigated promptly. In this regard, the reporting member or employee, the alleged harasser or discriminator and any other members or employees aware of the incident are required to treat this information in a confidential manner.

The Post will take prompt action upon the receipt of a complaint of unlawful harassment or discrimination. Any member or employee determined to have committed unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including discharge as a member or employee. Moreover, any individual who makes unwelcome advances, threatens or in any way discriminates or harasses another member or employee based on a legally protected status may be personally liable for monetary damages for such actions and their consequences, in addition to disciplinary action and/or discharge as a member or employee.

The Post will not tolerate the taking of any reprisal/retaliation against a member or employee who files a complaint of unlawful harassment or discrimination and such

reprisal/retaliation could result in disciplinary action or discharge as a member or employee.

Similarly, the Post will not tolerate any false complaints of harassment or discrimination, and that conduct could also result in disciplinary action or discharge as a member or employee.

The above Policy will be posted on the Post's website and all Post Officers will be required to read the Policy once per year.