

NASW SEXUAL HARASSMENT POLICY

Source: NASW Personnel Policies for NASW Chapters

SECTION II - NONDISCRIMINATION

STANDARD 1 - EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of NASW to implement equal opportunity of employment for all qualified employees and applicants for employment in compliance with federal and state civil rights and equal opportunity laws and the Association's commitment to equal opportunity and affirmative action.

1. Consideration will be given to all applicants without regard to race, religion, color, sex, sexual orientation, age, nationality, or physical or mental disability (visible or non-visible). An applicant's political beliefs, residence, or membership in a union or in an organization whose primary purpose is the protection of civil rights or the improvement of living conditions and/or human relations will not be considered in the selection process.
2. NASW will maintain a work environment free of harassment or intimidation based on any of the above reasons. Employees who provide information about discrimination or violation of the Affirmative Action or Equal Employment Opportunity policies or who participate in an investigation of discriminatory practices will not be retaliated against in their conditions of employment.

SECTION X - WORKPLACE POLICIES

STANDARD 35 - SEXUAL HARASSMENT POLICY

NASW will not tolerate sexual harassment of its employees. Any action taken to respond to allegations of sexual harassment must first be reviewed with National Office (Human Resources, Chapter Services, General Counsel or the Affirmative Action Officer). The following behaviors are grounds for disciplinary action up to and including termination:

- unwelcome sexual advances
- insulting or degrading sexual remarks or conduct directed against another employee
- requests for sexual acts or favors
- threats, demands, or suggestions that an employee's work is contingent upon toleration of or acquiescence to sexual advances
- retaliation against an employee for complaining about such behavior
- any other unwelcome statements or actions of a sexual nature that are sufficiently severe or pervasive so as to unreasonably interfere with an employee's work performance or that create an intimidating, hostile, or offensive working environment.

GUIDELINES FOR IMPLEMENTATION

1. Any person who has a complaint of sexual harassment against a superior, a coworker, a vendor, or a member should bring the problem to the attention of the Chapter. Complaints in writing may be raised with any of the following persons:

Executive Director, Chair of the Personnel Policies Committee, President of the Board of Directors, or Vice President of the Board of Directors. If the complaint is against the Executive Director the complainant should contact the President of the Chapter Board of Directors. National Office (Human Resources, Chapter Services or General Counsel) shall be notified regarding such complaints by the President.

2. The Association prohibits retaliation against anyone for having raised such a complaint in good faith or for cooperating with an investigation of a complaint. Complaints will be investigated within ten (10) business days after notification and handled as confidentially as possible in the manner described below.
 - Complaints of sexual harassment will be investigated as promptly as possible by the Executive Director. If the complaint is against the Executive Director the complainant should contact the President of the Board. The allegations of the complaint and the identity of the persons involved shall remain confidential from those who have no need to know in order to conduct full and impartial investigation, remedy violations, monitor compliance, and administer the policy. Persons involved in the investigation will be requested and expected to maintain confidentiality.
 - The investigation will include, but not be limited to, discussion with both parties and witnesses. Where appropriate, a report shall be forwarded to the President of the Chapter Board of Directors with recommendations concerning remedial action. The President will review the recommendation; determine the corrective action, if any; notify all parties of the decision; and implement the decision.
 - The complaint process shall be completed within forty-five (45) calendar days. If additional time is needed, all parties shall be notified in writing.