



## American Legion Auxiliary

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### **BUCKEYE GIRLS STATE Sexual Harassment Policy**

This is a statement of the policy of the American Legion Auxiliary Department of Ohio Buckeye Girls State for all employees, volunteers and participants in the Buckeye Girls State program.

#### Introduction

Buckeye Girls State adopts this policy in 2014 that affirms its opposition to sexual harassment and establishes specific guidelines to address sexual harassment among employees, volunteers and participants in Buckeye Girls State. The policy is initiated to help employees, volunteers and participants recognize, understand, prevent and take correct action to address sexual harassment and other inappropriate behavior of a sexual nature at Buckeye Girls State and in all its settings.

#### The Policy in Summary

Inappropriate sexual conduct will not be tolerated and may constitute sexual harassment. Buckeye Girls State does not condone or tolerate any form of sexual harassment involving employees, volunteers or participants. Buckeye Girls State is committed to creation and maintenance of a learning and work environment in which all persons who participate in the program and activities can do so in an atmosphere free from all forms of sexual harassment.

Buckeye Girls State will take appropriate action to prevent and correct behavior that violates this policy. If necessary, Buckeye Girls State will also take disciplinary action against employees, volunteers and participants. Employees and volunteers who violate the policy will be subject to such actions as oral or written reprimand, professional counseling, reassignment, demotion, suspension, or termination. Disciplinary actions for participants who violate the policy include a conference, suspension, and/or expulsion depending on the circumstances and severity of the offense.

The policy applies to all sexual harassment incidents involving Buckeye Girls State and addresses acts committed by a person of either sex against a person of the opposite or same sex. The policy recognizes that it is unlawful for employees to commit acts of sexual harassment. Sexual harassment committed by a Buckeye Girls State participant of either sex against participants or staff of the opposite or same sex constitutes inappropriate behavior and is subject to disciplinary action under the Buckeye Girls State discipline policies. The policy also recognizes that employees, volunteers and participants have a right to be free from sexual harassment by others such as contractors, vendors and volunteers.

It is the responsibility of every supervisor and Auxiliary member to recognize acts of sexual harassment and take necessary action to ensure that such instances are addressed swiftly, fairly and effectively.

Buckeye Girls State prohibits retaliation against any individual who, in good faith, reports sexual harassment or participates in an investigation of such reports. Retaliation against an individual for reporting sexual harassment or for participating in an investigation of a claim of sexual harassment in good faith is a serious violation of this policy and like sexual harassment itself, will subject a participant, employee or volunteer to disciplinary action, up to and including termination. Because of the seriousness with which Buckeye Girls State views claims of sexual harassment, any participant, employee or volunteer found to have made a false report or to have provided false information during an investigation may be subject to disciplinary action up to and including immediate discharge.

### What is Sexual Harassment?

Sexual harassment is generally defined as unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written or physical conduct of a sexual nature that takes place explicitly or implicitly as a term or condition of employment, instruction, or participation in other activities.

In determining whether prohibited conduct constitutes sexual harassment, consideration will be given to the totality of the circumstances, including the context in which the conduct occurred. Dating or sexual relationships between participants and employees or adult volunteers is prohibited.

### Expectations

Buckeye Girls State expects employees, volunteers and participants to be committed to creating and maintaining an environment in which all persons participating in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.

- Buckeye Girls State policy on sexual harassment will be communicated to all employees, volunteers and participants.
- Education programs, to include all employees and volunteers, will be implemented.
- Employees and participants will be informed of procedures to follow for filing complaints of sexual harassment.
- Confidentiality will be maintained in all phases of the complaint process, in accordance with policy and consistent with Buckeye Girls State's obligation to investigate and address complaints.
- Retaliation against anyone who, in good faith, files a complaint or cooperates with an investigation about sexual harassment is prohibited.

### Other Legal Protection

In addition to the Buckeye Girls State policy, there may be several other federal and state measures that protect individuals from sexual harassment, discrimination, and provide specific prohibitions against acts of discrimination or other unlawful conduct.

### Actions for Employees and Volunteers

If you believe you are a target of sexual harassment or you have observed harassing behavior directed toward another, you should report such incidents. You may report this information verbally or in writing to your immediate supervisor or to one of the persons listed under "Where to Go for Help" below.

However, prior to any investigation all such reports must be in writing and signed by the person making the report. The writing need not be in any particular form or use any particular words as long as the nature of the offending behavior is clear. A reporting employee or volunteer who gives a report may be asked to orally give further information and review and sign a written record of any oral report. You may also report it directly to the Director of Buckeye Girls State. When reporting an incident, it is helpful to provide as much information as possible, including the following:

1. A description of the event(s).
2. The number of occurrences, with dates and places.
3. The names of any witnesses.
4. Any documents or other exhibits, if appropriate.

#### Where to Go for Help

Employees and volunteers may contact any of the following individuals or offices for guidance, information, or resolution of a sexual harassment issue:

- Buckeye Girls State Director
- Buckeye Girls State Director of Counselors
- Buckeye Girls State Director of Health

#### Action for Participants

If you believe that you are the target of sexual harassment or the focus of inappropriate behavior, you should report such incidents to your parents and verbally or in writing to one of the persons listed below under “Where to Go for Help for Participants.”

When reporting an incident, it is helpful to provide as much information as possible, including the following:

1. A description of the event(s).
2. The number of occurrences, with dates and places.
3. The names of any witnesses.
4. Any documents or other exhibits, if appropriate.

#### Where to Go for Help for Participants

Participants may receive guidance, advice, support and/or advocacy from Buckeye Girls State staff, including administrators, counselors, teachers, or other staff.

Participants may contact any of the following individuals or offices for guidance, information, or resolution of a sexual harassment issue:

- Buckeye Girls State Director
- Buckeye Girls State Director of Counselors
- Buckeye Girls State Director of Health