



“Protect the Lodge, Protect the Mission”

## Sexual Harassment

**Sexual Harassment is** Unwelcomed, Unwanted Behavior” that:

- Is verbal, electronic and/or physical contact of a Sexual Nature
- The conduct is explicit or implicit and affects an individual’s environment,
- Unreasonably interferes with an individual’s work performance, or
- Creates an intimidating, hostile or offensive environment.

## Board of Officers Responsibilities

**NOTIFICATION**, whether verbal or written, when notified the board must take immediate action.

**CONFIDENTIALITY**, it is critical the board protects the privacy of the victim and accused.

**CONTACT**: In instances of physical contact, IMMEDIATELY contact Moose International Risk Department to determine whether legal involvement is warranted.

**INVESTIGATION**: Consists of capturing time, date of the incident. Expedite interviewing accused, victim, witnesses and documenting their statements. Preserve video that captures and all interactions of the alleged event.

**CONCLUSION**: Determination is made as to whether disciplinary action is warranted. The Board must assure the punishment fits the crime. There needs to be ZERO TOLERANCE for sexual harassment.

**COMMUNICATION**: Notify the victim that action was taken. Details of the disciplinary action are not shared for privacy reasons

**RETALIATION**: whether active or passive ABSOLUTE ZERO TOLERANCE.

**CULTURE**: Board is responsible for creating a SAFE ENVIRONMENT for all.

**ALSO**: *Review General Laws, Section 48.8, Enforce Decorum, page 95 -97*