

DEMOCRATIC PARTY OF LANE COUNTY

RESPECTFUL WORKPLACE POLICY

The Democratic Party of Lane County, (DPLC) is committed to a productive environment in which all individuals are treated with respect and dignity. Each individual has the right to work or serve in an atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment.

Therefore, the DPLC expects that all relationships among persons in the workplace will be professional and free of bias, prejudice, discrimination, and harassment.

In order to keep this commitment, the DPLC maintains a strict policy of prohibiting unlawful harassment of any kind, including sexual harassment and harassment based on race, color, religion, national origin, sexual orientation, gender identity or expression, sex, age, physical or mental disability or any other characteristic protected by state, federal or local employment discrimination laws.

This policy applies to all volunteers, candidates, precinct committee persons, officers, members of the executive committee, vendors, employer agents and employees, including supervisors and non-supervisory employees, and to employees who engage in unlawful harassment in the workplace.

Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either:

1. Submission to such conduct is made an explicit or implicit term or condition of paid or unpaid employment, volunteer positions or appointments; or

2. Submission to or rejection of such conduct by an individual is used as the basis of employment, volunteer positions or appointment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Employees, vendors, candidates, and volunteers who violate this policy are subject to discipline up to and including the possibility of discharge, or trespass.

Examples of unlawful harassment include, but are not limited to:

1. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.
2. Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, social media posts, memes, text messages, drawings, e-mail or other electronic communication and faxes or gestures.
3. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work directed at an employee because of the employee's sex or other protected characteristic.
4. Threats and demands to submit to sexual requests in order keep one's job or avoid some other loss, and offers of employment benefits in return for sexual favors.
5. Retaliation for having reported or threatened to report unlawful harassment.

Any employee or other person who believes he or she has been harassed by a co-worker, supervisor, or agent of the DPLC or by a non-employee should promptly report the facts of the incident or incidents and the names of the individual(s) involved to his or her supervisor, the office manager/campaign services chair, in the alternative, to the Chair of the DPLC. Upon receipt of a complaint, the organization will undertake a prompt, thorough, objective and good faith investigation of the harassment allegations. A good faith effort will be made to

respect the privacy of the complainant throughout the process of the investigation to the extent possible by law.

If the organization determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any individual determined by the officers to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination and removal from any leadership position within the DPLC to the extent this option is available within the confines of the bylaws and Oregon revised statutes.

Individuals will not be retaliated against for filing a complaint and/or assisting in a complaint or investigation process. Further, we will not tolerate or permit retaliation by supervisors, co-workers or leadership against any complainant or anyone assisting in a harassment investigation.

Nothing in this policy should be construed to prevent an individual from contacting law enforcement if they believe that illegal conduct has occurred.

For Employees in the State of Oregon Only:

A discrimination claim can be filed either with the state administrative agency, the Civil Rights Division of Oregon's Bureau of Labor & Industries (BOLI), or the federal administrative agency, the Equal Employment Opportunity Commission (EEOC) to investigate and prosecute complaints of prohibited harassment in employment. If you believe you have been harassed or discriminated against, or that you have been retaliated against for resisting or complaining, you may also file a complaint with the appropriate agency in addition to exhausting the above complaint procedure.