



Anti-Discrimination Policy

It is the policy of Barrier Island Parks Society to be an equal opportunity employer. Barrier Island Parks Society will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, promotion and other conditions of employment against any employee or job applicant on the bases of race, creed, color, national origin, age, sex or sexual orientation. No person will be adversely affected in employment with Barrier Island Parks Society as a result of bringing complaints of unlawful discrimination.

Anti-Harassment Policy

Barrier Island Parks Society is committed in all areas to providing a work environment that is free from harassment. Any harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. This includes sexual harassment as defined as any unwelcome or unwanted sexual advance, request for sexual favors or other verbal or physical conduct of a sexual nature from someone in the workplace that creates discomfort and or interferes with the job. Conduct constitutes harassment when:

- Submission to such conduct is made either explicitly or implicitly, a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions and/or retaliation; or
- Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

All employees, including supervisors and other management personnel, are expected and required to abide by this policy. No person will be adversely affected in employment with Barrier Island Parks Society as a result of bringing complaints of unlawful harassment.

Reporting Discrimination or Harassment

If an employee feels that he or she has been discriminated or harassed on the basis of his or her sex, race, national origin, ethnic background, age or any other legally protected characteristic they should immediately report the matter to his or her supervisor. If that person is not available, or if the employee feels it would be unproductive to inform that person, the employee should immediately contact that supervisor's superior. Once the matter has been reported, it will be promptly investigated

and any necessary corrective action will be taken where appropriate. All complaints of unlawful discrimination or harassment will be handled in a discreet and confidential a manner as possible.

This procedure for reporting incidents of harassing behavior is not intended to impair, replace or limit the right of any employee to seek a solution made available under state or federal law by immediately reporting the matter to the appropriate state or federal agency.

Works Cited:

"Sexual Harassment Policy sample." *Ohio Gov.com*. State of Ohio, no date. Web. 29 September 2014.

"Sample Anti-discrimination and Harassment Policies." *Find Law.com*. Thomson Reuters, no date. Web. 29 September 2014.

"Employee Handbook." *na.fs.fed.us/wihispanic_eval/employee_handbook*. United States Forest Service no date. 1 October 2014.