

ANTI-HARASSMENT POLICY

The Bureau has been and is committed to maintaining a work environment that is free of discrimination, harassment and retaliation based on a person's status, such as race, color, religion, sex, gender, national origin, age, disability, genetics, or any other legally protected status. As such, it is the policy of the Bureau to maintain a working environment free of all forms of sexual harassment. The Bureau will not tolerate work related harassment based on any legally protected status, by any supervisor, manager, representative, employee, member, vendor, client, or other non-employee who conducts business with the Bureau.

We consider harassment to consist of unwelcome conduct, whether verbal, physical, or visual that is based on a person's status, such as race, color, religion, sex, gender, national origin, age, disability, genetics, or any other legally protected status. The Bureau will not tolerate harassing conduct that: (1) affects tangible job benefits; (2) interferes unreasonably with an individual's work performance; or (3) creates an intimidating, hostile, or offensive working environment. Additionally, unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or inappropriate conduct of a sexual nature constitute sexual harassment when the conduct explicitly or implicitly affects an individual's employment or the holding of office, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment and shall not be tolerated. Examples of inappropriate conduct that violates this Policy include, but are not limited to, a supervisor making raises or promotions contingent on sexual favors and inappropriate touching of any employee in the workplace.

The Bureau's policy is to investigate all complaints thoroughly, impartially and promptly in a confidential manner. The alleged harasser and the alleged victim shall participate in the investigation. The Bureau will keep complaints and the terms of their resolution confidential, to the extent practical. If an investigation confirms that harassment has occurred, the Bureau will take prompt corrective action, including such disciplinary action as the Bureau deems appropriate, up to and including termination of employment. If the Bureau finds that a claim of sexual harassment is intentionally false, the Bureau may take disciplinary actions against the complainant for the false claim as the Bureau deems appropriate, up to and including termination of employment.

All JCVB employees are responsible for assisting the Bureau in the implementation of its anti-harassment policy. If you believe that you have experienced or learned of harassment, you should immediately notify your direct supervisor or the President & CEO. The Bureau prohibits retaliation against an employee who reports what he or she believes to be harassment or who cooperates with an investigation. In addition to the process outlined in this Policy, employees who believe they were a victim of sexual harassment have the right to pursue a claim under the law, regardless of the outcome of any internal investigation.