



Harassment Policy

The National Association of Free and Charitable Clinics (NAFC) is dedicated to providing a harassment-free work experience for everyone, regardless of gender, gender identity and expression, sexual orientation, physical or mental ability, physical appearance, body size, race, age, religion, nationality, or political beliefs.

The NAFC does not tolerate harassment in any form. This policy applies to all employer agents and employees, including supervisors and non-supervisory employees, and to nonemployees (volunteers) who engage in unlawful harassment in the workplace. Explicitly sexual language, imagery, or derogatory comments is not appropriate for any workplace or conference venue, including, but not limited to, telephone conference calls, video conference calls, electronic communications, survey responses, general sessions, breakout sessions, webinars, committee or working group meetings, and receptions or other social events.

Criminal Conduct

We do not tolerate or condone criminal activity.

Inappropriate Behavior—Harassment, Assault, Aggression, and Intimidation

Harassment, assault, aggression, and intimidation are hurtful and interfere with another person's experience and participation in our community. These behaviors are unacceptable.

These behaviors can be related to, but are not limited to, verbal or written comments about: race, color, religion, ethnicity, national origin or ancestry, medical conditions, age, body size, sexual orientation, gender (including pregnancy, childbirth, breastfeeding, or related situations), gender identity or presentation, military service, or differing physical or mental abilities.

Harassment includes any behavior that a reasonable person would find intimidating, hostile or offensive, such as lewd, overtly sexual comments, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention.

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 employment;
- or



2. Submission to or rejection of such conduct by an individual is used as the basis of employment 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

Inappropriate behavior can take many forms such as

- slurs;
- jokes;
- derogatory statements; written or spoken
- foul or obscene language;
- offensive clothing;
- leering;
- stalking;
- staring;
- gestures;
- pictures,
- drawings or cartoons;
- violating personal space by impeding or blocking another person's movement or otherwise physically interfering with them;
- harassing photography or recordings;
- unwanted or offensive letters or poems;
- offensive email, voicemail messages or social media postings;
- unwanted or inappropriate touching;
- unwanted or inappropriate advances;
- physical and/or sexual assault;
- sustained disruption of talks or other events;
- advocating for, or encouraging, any of the above behavior.

Enforcement

Inappropriate behavior will not be tolerated. Employees who violate this policy are subject to discipline up to and including the possibility of immediate discharge.

Reporting

If you are being harassed, notice that someone else is being harassed, or have any other concerns, *and you feel comfortable speaking with the offender*, please inform the offender that they have affected you negatively. Oftentimes, the offending behavior is unintentional, and the accidental offender and offended will resolve the incident by having that initial discussion.



The NAFC recognizes that there are many reasons speaking directly to the offender may not be advisable or reasonable.

Otherwise, if you are being harassed, notice that someone else is being harassed, or have any other concerns, or if someone makes you or anyone else feel unsafe or unwelcome, please report it as soon as possible.

You can make a report either personally or anonymously.

Anonymous Report

You can make an anonymous report here

<https://www.emailmeform.com/builder/form/2v9tebYy318d9DgRV4d9DGwEz> While the NAFC cannot follow up on an anonymous report with you directly, we will fully investigate it and take whatever action is necessary to prevent a recurrence.

Personal Report

Any employee or other person who believes he or she has been harassed by a co-worker, supervisor, or agent of NAFC or by a nonemployee should promptly report the facts of the incident or incidents and the names of the individual(s) involved to his or her supervisor, the CEO or to NAFC Counsel:

NAFC General Counsel
Tony Young (ayoung@kkblaw.com)
Will Woodlee (wwoodlee@kkblaw.com)
Kleinfeld, Kaplan, & Becker, LLP
1850 M Street NW – Suite 800
Washington, DC 20036
202-223-5120
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Once in receipt of a complaint, the NAFC will undertake a prompt, thorough, objective and good faith investigation of the harassment allegations. If the organization determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the NAFC to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination.

Employees 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 or co-workers against any complainant or anyone assisting



in a harassment investigation.

Employee Acknowledgement

This acknowledges that I have received a copy of NAFC’s policy to Prevent Sexual Harassment. I acknowledge that I am expected to read, understand, and adhere to NAFC’s harassment policy. I understand that if I have questions regarding the contents of this policy, I should ask my supervisor for clarification.

Employee Signature Date

Employee’s typed or printed name