



**ST. LOUIS**

## **SEXUAL HARASSMENT POLICY STATEMENT**

It is the position of the FBI National Citizens Academy Alumni Association and each of the Citizens Academy Alumni Associations throughout the United States that sexual harassment is prohibited conduct. Sexual harassment occurs generally in employment situations when employment decisions affecting an employee such as hiring, firing, promotions, awards, transfers or disciplinary actions, resulting from submission to or rejection of unwelcome sexual conduct occurs. While each person serving as an officer or director for a Citizens Academy Alumni Association does so as a volunteer, the policy is equally applicable to volunteer situations and with respect to association by other members with officers and board members. Sexual harassment can also be any activity which creates an intimidating, hostile or offensive environment for members of one sex, whether such activity is carried out by a supervisor or co-worker - in our case by officers, directors or persons in supervisory positions within the Citizens Academy. This conduct includes such conduct as telling sexually oriented jokes, making sexually offensive remarks, engaging in unwanted sexual teasing, subjecting another person to peer pressure, dates, sexual advances or unwelcome touching.

It is the policy of the Department of Justice, and therefore the policy of the FBI National Citizens Academy Alumni Association, to maintain an environment which is free from any form of harassment related to a person's race, color, religion, national origin, sex, gender identity, age, disability (physical or mental), genetic information, status as a parent, sexual orientation, marital status, political affiliation, or any other non-merit factor. This policy prohibits sexual harassment of employees, and in the case of the FBI Citizens Academies, officers, directors and members, because it, like other forms of harassment, interferes with a productive working environment, interjects irrelevant considerations into decision making and generally demeans the victims of harassment. Furthermore, sexual harassment is a violation of Title VII of the 1964 Civil Rights Act.

If you think you are being sexually harassed on the job you should:

- know your rights
- tell the harasser that the behavior is unwelcome and must cease immediately
- report such behavior immediately to a supervisor or higher level official and to the FBI National Citizens Academy Alumni Association Executive Director, President or Counsel General
- seek support from a friend or colleague
- keep a written record, documenting as precisely as possible, when it took place, the names of the witnesses, your response and any other information that might be helpful later

- find out whether other employees or other members of the Association have also been harassed and whether they can offer corroborating testimony or support
- seek advice on how to deal with the situation from the Office of Equal Employment Opportunity or the equivalent state office or from the FBI National Citizens Academy Alumni Association Board of Directors
- learn about EEOC complaint processes
- discuss options with an EEOC counselor or your representative including but not limited to the Community Outreach Specialist at your Field Office or a superior within your organization
- file a complaint

If you are an officer or director of a Citizens Academy, you should engage in conduct that sets an example and is not such that you may be vulnerable to claims of sexual harassment. You should take affirmative steps to assure that your members and the members of your Board and your officers are not involved in sexual harassment. You should communicate this policy on harassment clearly to all members of your Board and all of your officers. You should make it clear that claims of harassment will be investigated promptly and thoroughly and that appropriate disciplinary action will follow. You should assure your members of your Board, officers and directors that you will treat complaints seriously and fairly.

The FBI National Citizens Academy Alumni Association asks that each officer and director of each Citizens Academy be provided with a copy of this policy and that not less than annually a copy of this be signed by the officers and directors of your Citizens Academy Alumni Association, with a copy to be maintained in the permanent files of the Association and a copy provided to each officer and director.

I acknowledge receiving a copy of the above referenced Sexual Harassment Policy.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_