

Aquarium Divers For Coral Society

Sexual Harassment Policy

Policy brief & purpose

Our sexual harassment policy aims to protect men and women in our organization from unwanted sexual advances and give them guidelines to report incidents. We will also explain how we handle claims, punish sexual harassment and help victims recover.

We won't tolerate sexual harassment in our workplace or societies activities in any shape or form. Our culture is based on mutual respect and collaboration. Sexual harassment is a serious violation of those principles.

Scope

This policy applies to every person in our organization regardless of gender, sexual orientation, level, function, seniority, status or other protected characteristics. We are all obliged to comply with this policy.

Also, we won't tolerate sexual harassment from inside or outside of the organization. Employees, volunteers, members, contractors, customers and everyone interacting with our company are covered by the present policy. For further details about how we deal with harassment from the outside of our organization.

Policy elements

What is sexual harassment?

Sexual harassment has many forms of variable seriousness. A person sexually harasses someone when they:

- Insinuate, propose or demand sexual favors of any kind.
- Invade another person's personal space (e.g. inappropriate touching.)

- Stalk, intimidate, coerce or threaten another person to get them to engage in sexual acts.
- Send or display sexually explicit objects or messages.
- Comment on someone's looks, dress, sexuality or gender in a derogatory or objectifying manner or a manner that makes them uncomfortable.
- Make obscene comments, jokes or gestures that humiliate or offend someone.
- Pursue or flirt with another person persistently without the other person's willing participation. Also, flirting with someone at an inappropriate time (e.g. in a team meeting) is considered sexual harassment, even when these advances would have been welcome in a different setting. This is because such actions can harm a person's professional reputation and expose them to further harassment.

The most extreme form of sexual harassment is sexual assault. This is a serious crime and our company will support employees who want to press charges against offenders.

Our company's rules on sexual harassment

- **No one has the right to sexually harass our employees.** Any person in our company who is found guilty of serious harassment will be terminated, whether they are VPs or assistants. Also, if representatives of our contractors or vendors sexually harass our employees, volunteers, members we will demand that the company they work for takes disciplinary action and/or refuse to work with this person in the future.
- **Sexual harassment is never too minor to be dealt with.** Any kind of harassment can wear down employees and create a hostile workplace. We will hear every claim and punish offenders appropriately.
- **Sexual harassment is about how we make others feel.** Many do not consider behaviors like flirting or sexual comments to be sexual harassment, thinking they are too innocent to be labeled that way. But, if something you do makes your colleagues uncomfortable, or makes them feel unsafe, you must stop.
- **We assume every sexual harassment claim is legitimate unless proven otherwise.** We listen to victims of sexual harassment and

always conduct our investigations properly. Occasional false reports do not undermine this principle.

- **We will not allow further victimization of harassed employees.** We will fully support employees, members who were sexually harassed and will not take any adverse action against them. For example, we will not move them to positions with worse pay or benefits or allow others to retaliate against them.
- **Those who support or overlook sexual harassment are as much at fault as offenders.** Managers and are obliged to prevent sexual harassment and act when they have suspicions or receive reports. Letting this behavior go on or encouraging it will bring about disciplinary action. Anyone who witnesses an incident of sexual harassment or has other kinds of proof should report to ADFC Vice President. If on a restoration location, report to the group trip leader and the resort manager.

How to report sexual harassment

If you are being sexually harassed (or suspect another person is being harassed), please report it to the Vice President of ADFC if it occurs during ADFC activities. If on a restoration dive trip, report to the Resort Management and trip Group Leader. You may need to report it to the local authorities. The group leader will make the VP of ADFC aware. If serious offence as sexual assault, report it to resort security or local police as soon as possible. Contact the trip group leader who will email or text the Vice President to make ADFC aware.

Disciplinary action:

The action of the ADFC is dependent on legal actions of investigative agency. If found guilty the offender's membership is terminated. While being under investigation the member is suspended from activities until legally cleared.

Sexual Assault found guilty will result in the offender's membership termination and reapplying for reinstated will not be allowed. If during a restoration trip, the Group Leader must be told and the Vice President will be contacted. The VP will consult with the authorities, travel agent

and resort management to see that there is a plan to keep the parties separated and what actions are being taken.

ADFC does not provide legal or financial assistance.

Adopted this ____ Day of _____ 2020 ,

Board Member's signatures:

President: _____

Vice President:
