



AEG FOUNDATION

ANTI-HARASSMENT AND ANTI-DISCRIMINATION POLICY

PURPOSE

This policy of the Board of Directors (Board) of the AEG Foundation (AEGF) applies to contractors, contract staff, volunteers, board members and third parties. The AEG Foundation has no employees. Any discriminatory conduct, whether intentional or unintentional, that results in abuse of another individual's rights will not be tolerated.

The AEGF is committed to equal opportunity for all persons without regard to sex, age, race, color, religion, creed, national origin, marital status or sexual orientation. It is the policy of the AEGF to comply with all federal, state and local laws and regulations regarding equal opportunity. In keeping with that policy, the AEGF is committed to maintaining a professional environment that is free of unlawful discrimination and harassment. Accordingly, the AEGF will not tolerate unlawful discrimination or harassment of any of its donors, contractors, Board Members, donors, vendors or others who may attend AEGF functions.

Unlawful discrimination includes treating someone less well in opportunities for work, AEGF committee appointments, AEGF governance positions, publication or presentation of papers, scholarship or other funding opportunities or other opportunities that the AEGF normally presents – so its donors, Board Members or contractors, because of a person's age, race, national origin, sex, sexual orientation, marital status, religion, disability, or other protected attribute.

ANTI-HARASSMENT

The AEG Foundation does not tolerate any form of harassment. For these purposes, the term "harassment" includes, but is not limited to, slurs, jokes, other verbal, graphic, or any physical conduct relating to an individual's race, color, gender, religion, national origin, age, citizenship status, disability, or handicap.

This policy applies to all incidents of harassment, including those that occur off-premises or off-hours where the alleged offender is a Board member or contractor who is involved, directly or indirectly, in a business relationship or a potential business relationship with the AEG Foundation

SEXUAL HARASSMENT

For purposes of this policy, sexual harassment is any verbal, nonverbal or physical conduct designed to threaten, intimidate or coerce a Board Member, contractor, volunteer, or any person working for, or on behalf of, the AEGF.

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Harassment includes sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature. Harassment also includes making submission to or rejection of such conduct the basis of any AEGF-related decision, and includes creating an intimidating, hostile, or offensive working environment by such conduct.

The following examples are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

Verbal sexual harassment includes comments that are offensive or unwelcome regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body, disability or appearance, including epithets, slurs and negative stereotyping. Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibited form of harassment, including that which is sexual in nature and unwelcome.

Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, photos and electronic communication, such as e-mail, text messages, tweets and Internet postings; or other form of communication that is sexual in nature and offensive.

Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing or fondling.

Courteous, mutually respectful, pleasant, noncoercive interactions that are appropriate and acceptable to and welcomed by both parties are not considered to be harassment.

DISCIPLINE

Violation of this policy will subject the offender to appropriate disciplinary action, up to and including immediate discharge from/termination with the AEGF

COMPLAINT PROCEDURE

Any person who feels that he or she has been subject to harassment or is aware of prohibited conduct is encouraged to bring the matter to the immediate attention of anyone: the AEGF President, any AEGF Board Member, or the Operations Manager. The AEG Foundation President will handle all complaints courteously, swiftly and confidentially. The privacy of all parties involved will be maintained to the highest degree possible. The AEGF will conduct a prompt, thorough and impartial investigation and will take proportionate corrective action.

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False and malicious complaints (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

RETALIATION

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

Adopted by the AEG Foundation Board of Directors on July 11, 2022



Rosalind Munro, Secretary

