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Equal Employment Opportunity and Harassment Policy
of
National Association of Science Writers

STATEMENT OF PRINCIPLE OF EQUAL EMPLOYMENT OPPORTUNITIES

The National Association of Science Writers (the “Organization”) is committed to the principle that each individual has the right to work in a professional atmosphere that promotes equal employment and advancement opportunities and prohibits discriminatory employment practices, including harassment. All of us need to create a professional environment where every employee, elected official, consultant, and contractor of the Organization’s programs knows that he or she is valued as an individual, and is treated with respect and dignity.

STATEMENT OF POLICY AGAINST DISCRIMINATORY PRACTICES INCLUDING HARASSMENT

Discriminatory employment practices including harassment are illegal under federal, state, and local laws. The Organization prohibits discriminatory practices on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, or marital status.

This applies to all professional interactions under the Organization’s auspices, including hiring, promotion, transfer, compensation, termination, assignments, and all other terms and conditions of employment. Our Organization’s policy seeks to honor the letter and the spirit of the law. In addition, our Organization goes beyond the requirements of the law to advocate for respectful and non-discriminatory practices in all of the Organization’s professional interactions.

INDIVIDUALS AND CONDUCT COVERED

This policy applies to all elected officials, consultants, contractors and employees of the Organization. Conduct prohibited by this policy is unacceptable in the workplace itself or in outside work-related settings, such as business travel, conferences, meetings and social events.

DEFINITIONS OF HARASSMENT

Sexual Harassment: Sexual Harassment is a type of sex discrimination. Sexual Harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment or professional decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or professional environment.

Sexual Harassment may include a range of subtle and not so subtle behaviors. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances; subtle or overt pressure for sexual favors; sexual jokes, flirtations, innuendoes, advances or propositions; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling, touching, pinching, assault, coerced sexual acts, or suggestive, insulting, or obscene comments or gestures; and display in the workplace or professional environment of sexually suggestive objects or pictures including email communications. Sexual harassment can include harassment between individuals of the same sex.

ADDITIONAL TYPES OF DISCRIMINATORY HARASSMENT

Harassment on the basis of race, color, religion, gender, national origin, age, or disability, sexual orientation, or marital status is defined as verbal or physical conduct that denigrates or shows hostility or aversion and (1) has the purpose or effect of creating an intimidating, hostile, or offensive work environment or professional environment; or (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment or professional opportunities.

Depending upon the circumstances, these behaviors may include but are not limited to: jokes, epithets; slurs; negative stereotyping; threatening, intimidating, or hostile acts; or written or graphic material, including email, that denigrates or shows hostility or aversion toward an individual or group on the basis of race, color, religion, gender, national origin, age or disability.

REPORTING DISCRIMINATORY EMPLOYMENT PRACTICES, INCLUDING HARASSMENT

The Organization strongly urges anyone who feels s/he has been subjected to discrimination or harassment to bring to its attention any concerns or complaints about discriminatory practices, including harassment, regardless of who may be the offender. Such incidents should be reported either to the President, Executive Committee, or Executive Director.

All concerns or claims of discriminatory employment practices including harassment will be looked into and handled promptly, with discretion and appropriately, including, where necessary, administering disciplinary action, up to and including expulsion from the Organization or termination.

RETALIATION

Threats or acts of retaliation or retribution against employees or others who raise concerns or make claims or assist in providing information about discriminatory practices, including harassment will not be tolerated and should also be brought to the attention of the President, Executive Committee, or Executive Director.

CONCLUSION

The Organization developed this policy to ensure that all elected officials, consultants, contractors and employees of the Organization can function in a professional environment free from discriminatory practices including harassment. The Organization will make every reasonable effort to ensure that its entire population is familiar with the policy and is aware that any concerns or claims received will be looked into and resolved appropriately.