



Harassment & Related Misconduct Policy

1.0 Rationale

Harassment is incompatible with the values, traditions, and purposes of Heat Wave.

2.0 Policy

Heat Wave expressly prohibits harassment of any kind under any and all circumstances. Harassment includes but is not limited to the following types of related misconduct:

- Abuse
- Bullying
- Hazing
- Hostility
- Sexual harassment

All people involved with Heat Wave including staff, volunteers, and members are responsible for helping to avoid and eliminate harassment and misconduct.

Heat Wave will exclude from affiliation with, or dismiss from Heat Wave, any person whose name currently appears on any public offender registry.

3.0 Definitions

Abuse

An Act or failure to act which presents an imminent risk or serious harm or which results in death, serious physical or emotional harm, sexual abuse, or exploitation. Neglect is a serious form of abuse and includes, but is not limited to, failure to provide adequate safety measures, care, and supervision.

The Heat Wave Child Abuse Policy contains additional, specific guidance related to abuse of members under the age of 18.

Bullying

Bullying is unwanted, aggressive behavior, whether threatened or real, towards or against any individual or group, particularly involving a real or perceived imbalance of power. The behavior is repeated, or has the potential to be repeated, over time. Bullying may be verbal, social, or physical in nature and includes actions, words, gestures, symbols, or intimidation of any kind. It is designed to intimidate, embarrass, coerce, or shame an individual or group.

Harassment

Any unwanted and uninvited conduct which creates an unpleasant or hostile environment. Harassment may include but is not limited to conduct, comments, or display that is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading or otherwise causes offense, injury or potential injury, discomfort, personal humiliation or embarrassment to a person or group of persons.



Hazing

Any conduct that subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Hostility

Hostility includes, but is not limited to, physical violence, intimidation, stalking, coercion, threats, and talking or joking about hostility whether in person, verbal, or through other written or electronic communication.

Sexual Harassment

Sexual harassment is a form of sex discrimination and it includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such is made either directly or indirectly a term or condition of employment or participation;
- Submission to or rejection of such conduct is used as the basis for employment or participation decisions which affects an employee, volunteer, or member;
- Such conduct has the purpose or the effect of unreasonably interfering with an employee's, volunteer's, or member's routine performance, or that creates an intimidating, hostile, or offensive working or learning environment.

The following are some examples of conduct that may be considered sexual harassment and, therefore, are prohibited by this policy:

- Repeated unwelcome and offensive sexual flirtations, advances or propositions;
- Verbal or written abuse of sexual nature;
- Graphic verbal or written commentaries about a person's body or behaviors;
- Display of sexually suggestive objects or pictures;
- Continued or repeated suggestive sexual comments or remarks;
- Insults, humor, or jokes about a person's sex, gender, sexual orientation or traits relating to sex;
- Continued or repeated touching, pinching, or brushing a person's body.

4.0 Implementation

Any person who feels they have been the victim of or a witness to harassment or misconduct, by anyone within the organization, or who becomes aware of any incident that is or may be a violation of this policy, must promptly report the alleged incident to either a senior member of the corps admin team, Executive Director, or the President of the Board. Reports may be also sent to report@heat-wave.org or submitted anonymously using the Heat Wave Whistleblower form online, per the Whistleblower & Anti Retaliation Policy.

The report will immediately be shared with the Ethics & Compliance Committee to ensure that a prompt review of the circumstances occurs and that appropriate measures are taken to resolve or correct the situation in an expeditious manner.

If a person is determined to have violated this policy, immediate and appropriate action will be taken, up to and including termination of employment, dismissal, and referral to appropriate law enforcement authorities, as needed. Confirmed violations of a sexual nature will result in automatic dismissal from Heat Wave.



Failure to report, supervisory inaction, or retaliation against anyone who has reported a possible or actual violation of this policy may be cause for action up to and including termination of employment or dismissal from Heat Wave.