

Illinois Association for Gifted Children

EQUAL EMPLOYMENT OPPORTUNITY AND POLICY AGAINST DISCRIMINATION AND HARASSMENT

The Illinois Association for Gifted Children (“IAGC”) provides equal employment opportunities to all employees, volunteers, and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, or military or veteran status in accordance with applicable federal laws. In addition, IAGC complies with applicable Illinois and local laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, transfer, leaves of absence, compensation and training.

IAGC does not tolerate unlawful harassment based on race, color, religion, sex, national origin, age, disability, genetic information, military or veteran status, or any other category or status protected by state or local law.

Employees, volunteers, interns and contractors who believe they have been discriminated against or otherwise treated unfairly in violation of this policy should promptly utilize the complaint procedure set forth below.

POLICY AGAINST SEXUAL HARASSMENT

With respect to sexual harassment, IAGC prohibits the following:

1. Unwelcome sexual advances; requests for sexual favors; and all other verbal and physical conduct of a sexual or otherwise offensive nature, especially where:
 - a. Submission to such conduct is made explicitly or implicitly a term or condition of employment;
 - b. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual’s employment;
 - c. Such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

2. Offensive comments, jokes, innuendos, and other sexually-oriented statements.

Examples of such conduct that may constitute unlawful harassment include, but are not limited to, the following:

- a. Touching, such as rubbing or massaging someone’s neck or shoulders, stroking someone’s hair or brushing against another’s body.
- b. Sexually-suggestive touching.
- c. Grabbing, groping, kissing, fondling.
- d. Violating someone’s “personal space”.

- e. Whistling.
- f. Lewd, off color, sexually-oriented comments or jokes.
- g. Foul or obscene language.
- h. Leering, staring stalking.
- i. Suggestive or sexually-explicit posters, calendars, photographs, graffiti, or cartoons.
- j. Unwanted or offensive letters or poems.
- k. Sitting or gesturing sexually.
- l. Sexually offensive e-mail, voicemail messages, text-messages, or other messages sent via electronic equipment, regardless of whether such equipment was provided by IAGC.
- m. Sexually offensive posts on social media sites including, but not limited to, Facebook, Twitter, Instagram and LinkedIn.
- n. Sexually-oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one's sex life, body, sexual activities, deficiencies or prowess.
- o. Questions about one's sex life or experiences.
- p. Repeated requests for dates.
- q. Sexual favors in return for employment requests or threats if sexual favors are not provided.
- r. Any other conduct deemed sexually inappropriate by IAGC.

Employees, interns and contractors who believe they have been subjected to any type of improper harassment or discrimination are encouraged to promptly advise the offender that his or her behavior is unwelcome, and request that such conduct be stopped. However, employees, interns and contractors are not required to do so. Employees, interns and contractors who feel, for any reason, that it would be inappropriate to discuss the matter with the offending person should promptly utilize the complaint procedure set forth below.

COMPLAINT PROCEDURE – HARASSMENT OR DISCRIMINATION

Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their coworkers.

If you experience any job-related harassment based on your race, color, religion, sex,

national origin, age, disability, genetic information, military or veteran status, or status in any group protected by federal, state or local law, or believe you have been treated in an unlawful, discriminatory manner, promptly report the incident to the Executive Director or the President of the IAGC.

Please be advised that nothing in this policy prohibits employees, volunteers, interns and contractors from directly confronting the alleged harasser and asking him or her to stop the offending behavior. This policy does not, however, require any employees, interns and contractors to do so.

Should the alleged harassment occur at a time outside of your normal business hours, your complaint should be filed as early as practicable on the first business day following the alleged incident.

Please understand that IAGC takes complaints of discrimination and harassment very seriously. Thus, you may bypass anyone in your direct chain of command and file your complaint or discuss or express any issue of concern with the Executive Director or the President of the IAGC at any time. IAGC will undertake an investigation of any complaints.

If IAGC determines that an employee, volunteer, intern or contractor is guilty of harassing another individual, appropriate disciplinary action will be taken against the offending individual up to and including termination of employment.

IAGC prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. However if, after investigating any complaint of harassment or unlawful discrimination, IAGC determines that the complaint is not bona fide and was not made in good faith or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.