

# **PRINCETON NATIONAL ROWING ASSOCIATION**

## **WORKPLACE ANTI-HARASSMENT POLICY**

(Adopted January 12, 2018)

It is the policy of PNRA to prohibit harassment in the workplace based on sex, race, national origin, religion, age, color, sexual orientation, physical or mental disability, marital status and other classifications protected by applicable law.

Unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made a condition of employment; or
- submission or rejection of such conduct is used as a basis for employment decisions affecting the individual; or
- such conduct has the purpose or effect of substantially interfering with work performance, or creating or maintaining an intimidating, hostile or offensive environment.

Sexual harassment may include a wide range of obvious and/or subtle comments and conduct. Depending on the circumstances, it may include, but is not limited to, repeated offensive or unwelcome sexual advances; subtle or overt pressure for sexual favors; sexual jokes; verbal comments or innuendo of a sexual nature; propositions or advances; graphic commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling, touching, pinching or other physical touching; suggestive, insulting or obscene comments or gestures; display of sexually suggestive objects or pictures.

Sexual harassment may include harassment between individuals of the same gender.

Harassment based on sex, race, national origin, religion, age, color, physical or mental disability, marital status and other legally protected classifications exists in instances such as when:

- Negative statements, jokes, insults, and/or offensive pictures or drawings are directed to an employee because of his or her sex, race, national origin, religion, age, color, physical or mental disability, marital status or other legally protected classifications.

This policy applies to all employees, Board members, and volunteers and to conduct engaged in by fellow employees, Board members, supervisors, volunteers, outside vendors, athletes, participants, and others not directly connected to PNRA. This policy prohibits employees, Board members, supervisors, volunteers, outside vendors, athletes, participants and others not directly connected with PNRA from harassing PNRA employees in violation of this policy.

PNRA encourages the prompt reporting of all perceived incidents of harassment, regardless of who the alleged offender may be. If you are a witness to, or believe that you have experienced harassment based on your sex, race, national origin, religion, age, color, physical or

mental disability, marital status or other legally protected classification, then you should immediately notify the PNRA Executive Director. If for any reason you are uncomfortable speaking with the PNRA Executive Director, you may report the incident directly to any member of the Executive Committee of PNRA's Board of Directors.

All reports of harassment will be investigated promptly and thoroughly by a person who is not involved in the alleged harassment. To the extent practical and appropriate under the circumstances, confidentiality will be maintained throughout the entire investigation to protect the privacy of the individuals involved.

An employee will not be subject to retaliation, intimidation, or discipline as a result of making a complaint of harassment or providing information in connection with another's complaint.

If PNRA's investigation confirms that harassment or other improper behavior has occurred, PNRA will take swift, appropriate action. Such action may include, for example, training, referral to counseling, or disciplinary action, such as warnings, reprimands, reassignment, suspension, or discharge. The complaining individual will be informed of the results of PNRA's investigation.

If you have questions regarding this policy, please direct them to PNRA's Executive Director or to any member of the Executive Committee of PNRA's Board of Directors.

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**ACKNOWLEDGMENT OF RECEIPT AND  
REVIEW OF WORKPLACE ANTI-HARASSMENT POLICY**

I, \_\_\_\_\_ [print name], have received PNRA's Workplace Anti-Harassment Policy. I have reviewed it, and I understand the standards of behavior that are expected of me and the procedures for filing a complaint should I feel that I have experienced or witnessed conduct that I believe to be in violation of this policy.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

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