NAWD Non-Acceptable Conduct Policy

The National Association of Workshop Directors (NAWD) is committed to creating and maintaining an environment in which all persons who participate in NAWD programs and activities feel safe and comfortable. Harassment and discrimination expresses disrespect, abuses authority, undermines relationships, and interferes with learning and productive work. Harassment and discrimination behaviors are illegal and will not be tolerated.

The Board of Directors and individual program hosts or directors will apply the following guidelines and procedures when confronted with situations that conflict with the above policy.

SEXUAL HARASSMENT

Definition

For purposes of all NAWD activities and programs sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where

- Submission to such conduct is made either explicitly or implicitly or as a condition to participate in any NAWD meetings, activities or programs: or

- Submission to or rejection of such conduct is used as basis for decisions affecting whether particular individuals will participate in any NAWD activities or programs; or

- Such conduct has the effect of creating a hostile environment that may tend to interfere with any participant’s participation in and receipt of the intended benefit of any NAWD activities or programs.

For purposes of foregoing definition, the term "participant(s)" shall include any individual applying for and/or attending any NAWD activities or programs, and all volunteers who apply for and/or attend any NAWD meetings, activities or programs.

For purposes of this policy, the phrase "verbal or physical conduct of a sexual nature" shall include but not be limited to:

1. Unwelcome leering, sexual flirtations or propositions

2. Unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments or sexually degrading descriptions

3. Graphic verbal comments about an individual’s body, or overly personal conversations, discussion or questions about one’s sex life or experiences or pressure for sexual activity

4. Sexual jokes, stories, drawings, pictures, graffiti, gestures

5. Unwanted or offensive letters, notes, voicemail messages, text messages, sexually explicit e-mails or social media posts

6. Displaying sexually suggestive objects on a personal device, telephone, tablet or any other electronic device.

7. Spreading sexual rumors
8. Massaging, grabbing, fondling, stroking or brushing the body

9. Touching an individual's body or clothes in a sexual way

10. Cornering, blocking, leaning over or impeding normal movements

11. Sexual assault or rape

12. Any act of retaliation against an individual who reports a violation of the NAWD’s sexual harassment policy or who participates in the investigation of a sexual harassment complaint, will not be tolerated by the NAWD Board of Directors.

NAWD's sexual harassment policy is intended to apply to all "participants" as defined above as well as to all NAWD staff members and host state volunteers who interact with "participants" in the course of fulfilling their employment duties and/or as volunteers themselves.

**Reporting Procedures**

A report must be made whenever a NAWD participant feels that he or she has experienced sexual harassment as defined in this policy, or whenever an individual believes she or he has witnessed sexual harassment of another individual. The NAWD On-Site Event coordinators, Executive Director and/or President of the Board of Directors will investigate and take appropriate action regarding any such reported harassment or unsafe incidents. The following describes the incident reporting and follow-up procedures:

1. Delegates or staff members must report such incidents as soon as possible to the NAWD On-Site Event Coordinator, the Executive Director or the President of the Board of Directors. The reporting person must complete the “NAWD Incident Reporting” form. The report can be made orally or in writing and must contain all pertinent information. If reported to a staff member, the staff member must report the incident to the appropriate person ASAP.

2. Once an Incident has been reported and documented on the “official” “Incident Reporting” form, the delegate or staff member will be separated from the environment or persons involved to ensure his/her safety and well-being.

3. Should the investigation result in the discovery that a criminal act may have been committed, the individual(s) responsible for that investigation, must report the incident to the local law enforcement authorities immediately with all “Incident Reporting” information that they have created. The Executive Director and President of the NAWD Board of Directors must also be notified of this action immediately.

**Investigation**

1. The allegations of harassment will be investigated by the NAWD member in charge of the event in conjunction with the Executive Director or designee in a prompt, thorough, and objective fashion assuring the most confidentiality possible.

2. At the outset of the investigation of the incident it will be determined if the incident warrants contact with local enforcement law authorities. State law where the incident occurred will dictate the involvement of local law enforcement authorities.

3. In order to respect the integrity and maintain the confidentiality of the complaining party, one or two individuals will conduct the investigation.
4. The investigation will consist of an interview with the complaining party, the alleged harasser, any witnesses to the conduct and any other person who may possibly have information.

5. The findings and suggested remedies will be reported to the Executive Director and/or the President of the Board of Directors before a final determination is made.

Remedies

1. Remedies, in the case of a finding of harassment after a complete investigation, shall be designed to ensure that the harassment is effectively eliminated. Sanctions will be appropriate to the seriousness of the conduct and may include, but not be limited to:
   - Putting an immediate stop to any activity that qualifies as sexual harassment;
   - Reprimand of the accused;
   - Apologies from the harasser to the victim;
   - Requesting the harasser to leave the NAWD event; or
   - Withdrawal of privileges to attend NAWD activities or programs for a stated period of time; or
   - Permanent termination of the harasser's involvement in NAWD permanently.

2. The NAWD Executive Director will create a written report that contains all pertinent information, and send a copy of this report to the President of the Board of Directors and the NAWD staff member in charge of the meeting, activity, or event.

3. The NAWD Executive Director will keep on file all written records of an incident.

4. Any individual found in violation of this policy has the right to appeal any actions/decisions of the NAWD staff or Executive Director to the NAWD Board of Directors. This does not apply to incidents requiring the intervention of local law enforcement authorities, at which time state and federal law will supersede any authority of NAWD.

5. NAWD prohibits any form of retaliation against any delegate or staff member filing a bona fide complaint under this policy or assisting in the investigation of any incident.

Adopted: April 2018