



Tree Research & Education Endowment Fund Policy/Procedure Statement

Subject: Equal Employment Opportunity,
Discrimination and Harassment Policy

Policy No: 14-BOD

1. Equal Employment

- a. The Tree Fund's employment practices will be conducted without consideration of an individual's race, color, religion, age, national origin, citizenship status (except as required by law), gender, gender identity, sex, sexual orientation, genetic information, physical or mental disability, disabled veteran, Vietnam era veteran status, marital status, or other non-job related characteristics or any other category protected by US. federal, state or local law.
 - i. Discrimination or harassment of a TREE Fund employee because he/she is either a member of or associated with a member of any group stated in 1.a. is prohibited
- b. TREE Fund employees who violate this policy by discrimination or harassment will be subject to disciplinary action, up to and including termination of employment.

2. Retaliation

- a. Retaliation against an individual who has formally or informally complained about discrimination or has cooperated with an investigation of a discrimination or harassment complaint is prohibited.

3. Harassment

- a. Harassment is verbal, written or physical conduct that degrades or shows enmity or antipathy toward an individual due to any status identified in 1.a.
 - i. Harassment can fall under the following categories:
 1. Verbal harassment includes (but is not limited to):
 - a.) slurs
 - b.) negative stereotyping
 - c.) jokes or pranks
 - d.) threatening, intimidating or hostile acts

2. Written harassment includes (but is not limited to):
 - a.) Unwelcome, denigrating or hostile correspondence, cartoons or other printed or hand-written material
3. Physical harassment includes (but is not limited to):
 - a.) Unwelcome touching, gestures, threatening, intimidating, hostile contact or impediment of movement
- b. Harassment occurs when
 - i. An individual's employment is explicitly or implicitly conditional on submission to such conduct
 - ii. An employee's promotion, demotion, assignment, discipline or termination are explicitly or implicitly conditional on submission to such conduct
 - iii. Such conduct is intended to create or has the effect of creating an intimidating, hostile or offensive work environment by unreasonably interfering with a TREE Fund employee's work performance or employment opportunities
- c. Sexual harassment
 - i. Sexual harassment may include (but is not limited to) unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature
- d. Racial harassment
 - i. Unwelcome, verbal, physical or other behavior with negative racial connotations

4. Internal Complaint Procedure

- a. Any TREE Fund employee who considers themselves to have been subject to discrimination or harassment in the workplace should inform the individual engaging in the behavior that they (the offended employee) considers the behavior to be improper and it must stop.
 - i. A report of the behavior should be made to the offended employee's supervisor. If the supervisor is responsible, the offended employee should inform their supervisor's manager. If the President/CEO is the alleged offending employee, the chair of the governance committee should be contacted
 - ii. If an employee is uncomfortable approaching the offending party, fears physical retaliation or if the conduct persists, the employee should contact their supervisor immediately. If the supervisor is responsible, the offended employee should inform their supervisor's manager. If the President/CEO is the alleged offending employee, the chair of the governance committee should be contacted

- b. Written complaints may be filed to the appropriate manager
- c. Manager responsibility
 - i. Managers must take prompt and appropriate action when they know or have reason to know a violation of this policy is occurring

5. Complaint investigation

- a. All complaints, whether written or verbal, will be investigated.
- b. If the investigation results in a determination that the allegations have merit, the offending party will be subject to discipline up to and including termination of employment from the TREE Fund
 - i. The TREE Fund will notify the complainant, the alleged harassing or discriminating party and any other involved person in writing of the outcome of the complaint
- c. Complaints of harassment or discrimination will be kept confidential consistent with the TREE Fund's need to conduct a thorough investigation

6. False Claims

- a. If the TREE Fund determines an employee has intentionally filed a false charge of discrimination or harassment, that individual may be subject to discipline, up to and including termination.

Issued by

Date revised:

Board Action (give date of vote) April 16, 2012

-or-

TREE Fund Chairman's Signature _____

-or-

President/CEO's Signature _____