

Liberty SDLC ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY

Approved by the BOD on 8/11/23

Liberty SDLC is committed to providing a work and learning environment free of discrimination and/or harassment. We prohibit discrimination/harassment in our learning community, whether committed by or against managers, co-workers, customers, members, vendors, or visitors. Discrimination or harassment based on a person's race, color, religion, sex, national origin, citizenship, age status, sexual orientation, disability, marital status, or any other basis prohibited by law, will not be tolerated. Liberty SDLC prohibits inappropriate conduct based on any of the above characteristics while at Liberty SDLC, or during any Liberty SDLC sponsored events.

Harassment/Discrimination

Harassment/Discrimination is behavior that is unwanted, unreasonable and offensive to the recipient, which creates an intimidating, hostile or humiliating work or learning environment for that person.

There are various types of harassment which can occur, these can be based on:

- Race, ethnic origin, nationality or skin color
- Gender and/or sexual orientation
- Religious or political convictions
- Membership or non-membership of a trade union
- Disabilities, illness, sensory impairments or learning difficulties
- Age

This list is not exhaustive.

Harassment can occur between people of the same sex or opposite sex.

Sexual Harassment

Sexual harassment has been defined as unwanted and unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that:

- Is made either explicitly or implicitly a term or condition of employment or membership; or
- Is used as the basis for employment or membership decisions affecting such an individual;

Or

- Has the purpose or effect of substantially interfering with an individual's work or learning performance and of creating an intimidating, hostile, or offensive work or learning environment.

Liberty SDLC prohibits inappropriate conduct that is sexual in nature while at Liberty SDLC, or during any Liberty SDLC sponsored events including the following:

- Comments, jokes, or degrading language or behavior that is sexual in nature;
- Sexually suggestive objects, books, magazines, photographs, cartoons, pictures, calendars, posters, electronic communications, or other material;
- Unwelcome sexual advances, requests for sexual favors, any sexual touching onto others, or any sexual touching of oneself in view of others;
- Offering favorable terms or conditions of employment or learning benefits in exchange for sexual favors or threatening or imposing less-favorable terms or conditions of employment or membership if sexual favors are refused.
- Sexual harassment is prohibited whether it's between members of the opposite sex or members of the same sex.

Management, members, and staff responsibility

All employees and members have a key responsibility in establishing and maintaining our Liberty SDLC community free from personal discrimination/harassment. All Liberty SDLC employees and members are expected to comply with this policy and that it is the personal responsibility of each employee and member to ensure that inappropriate conduct does not occur.

How complaints will be dealt with

Any claims of discrimination or harassment will be investigated promptly, and appropriate disciplinary action will be taken to eliminate inappropriate behavior. Creating a discrimination/harassment free work and learning environment is every employee and member's responsibility.

If you receive a complaint or observe or believe you're a victim of discrimination, sexual harassment or any other form of harassment while at Liberty SDLC, or at any Liberty SDLC-sponsored function, you must immediately report it to one of the following:

- Staff members
- The president of the board of directors

All complaints are treated with sensitivity and are kept as confidential as possible. You're not required to report your complaint to anyone who is the subject of it. For example, if your complaint concerns staff, you can talk to someone on the board of trustees. However, if anyone at Liberty SDLC, or at any Liberty SDLC-sponsored function engages in conduct that makes you feel uncomfortable, we encourage you to tell that person that the conduct is unwelcome, that you find it offensive, and that you request that it stop immediately.

The board of directors will promptly investigate complaints. You must cooperate fully in such investigations. If warranted, Liberty SDLC will take appropriate corrective action, up to and including termination of employment or membership.

Liberty SDLC prohibits any form of retaliation against you for making a report of discrimination or harassment or participating in the investigation of a complaint of discrimination or harassment. If you believe you have been subjected to retaliation, you can use any of the resources described above to report your concerns.