

ALABAMA STATE BAR

HARASSMENT POLICY

I. INTRODUCTION

The purpose of this policy is to provide employees with an environment free from all forms of discrimination including harassment.

II. GENERAL PROVISIONS

The Alabama State Bar will not tolerate conduct by any employee which harasses, disrupts or interferes with another's work performance or which creates an intimidating, offensive or hostile environment.

The term "harassment" includes slurs, jokes, and other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion, national origin, age, or disability. "Harassment" also includes sexual advances, requests for sexual favors, unwelcome or offensive touching and other verbal, graphic or physical conduct of a sexual nature. Such conduct includes:

- sexual flirtations, touching, advances or propositions;
- verbal abuse of a sexual nature;
- graphic or suggestive comments about an individual's dress or body;
- sexually degrading words to describe an individual;
- the display in the workplace of sexually suggestive objects or pictures, including nude photographs; and
- the use of information systems, including e-mail system (Intranet, and the Internet) for the display or transmission of sexually explicit images, messages, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Each supervisor has a responsibility to maintain a workplace free of any form of unlawful harassment. No supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

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

- submission to such conduct is either an explicit or implicit term or condition of employment, e.g., promotion, training, timekeeping, or overtime assignments, etc., or;
- submission or rejection of the conduct is used as a basis for making employment decisions, or;
- the conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile or offensive work environment.

This policy covers conduct in the workplace, at social functions sponsored by the Alabama State Bar (such as holiday dinners, picnics, etc.) and business functions (such as annual meetings, etc.).

In order to maintain a work environment free of harassment, employees must make the Bar aware of such conduct. Any employee who believes that the actions or words of a supervisor or fellow employee constitute unwelcome harassment has a responsibility to report the conduct in writing as soon as possible to his or her supervisor. If an employee is not comfortable reporting the harassing conduct to his or her supervisor for any reason, whether the supervisor committed the harassing conduct or other reason, he or she should report the conduct to the Executive Director or the General Counsel.

All complaints of harassment will be investigated promptly and in an impartial manner. In all cases, the employee is to be advised of the results of the investigation. The facts of the complaint and the investigation will be kept confidential to the extent reasonably possible, but there is no guarantee of confidentiality.

Employees are encouraged to report harassing conduct immediately. Employees who report harassment or provide information in a matter involving harassment will not be retaliated against or penalized in any way. Any employee who believes he or she has been retaliated against should report this to a supervisor or the person designated above.

Any employee or supervisor who is found, after appropriate investigation, to have engaged in harassment of another employee will be subject to appropriate disciplinary action depending on the circumstances up to and including termination.