

# **BOARD 193'S ANTI- DISCRIMINATION POLICY**

## **POLICY PROHIBITING DISCRIMINATION**

### **PURPOSE**

To provide guidance to IAABO Board #193 ("Board"), when reporting alleged incidents of discrimination, harassment and inappropriate comments or actions.

### **POLICY**

It is the policy of IAABO Board #193, to review and investigate any alleged incidents of discrimination, harassment and inappropriate comments and/or actions.

### **PROHIBITED CONDUCT**

It is a violation of this policy to use derogatory or demeaning references regarding a person's race, gender, age, religion, disability, affectional or sexual orientation, or ethnic background.

### **SEXUAL HARASSMENT**

It is a violation of this policy to engage in sexual (or gender based) harassment of any kind, including hostile work environment harassment, quid pro quo harassment or same-sex harassment.

For the purpose of this policy, sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature.

### **CADET AND MEMBER RESPONSIBILITIES**

Any cadet or member who believes that she or he has been subjected to any form of prohibited discrimination/harassment, or who witnesses others being subjected to such discrimination/harassment is encouraged to report the incident(s) to the Executive Board promptly.

All cadets and members are expected to fully cooperate with investigations undertaken by the Executive Board. Failure to cooperate in an investigation will result in disciplinary action, up to and including termination from IAABO Board #193.

### **DISSEMINATION**

Each year the Executive Board shall distribute the policy described in this section to all its members, including cadets either at a general meeting and/or by email.

## **COMPLAINT PROCESS**

Upon receiving the complaint, the President and/or Executive Board will refer the complaint to the Ethics Committee to investigate such complaints of discrimination/harassment and make recommendation(s) of appropriate remediation of such complaints.

All investigations of discrimination/harassment claims shall be conducted in a way that respects, to the extent possible, the privacy of all the persons involved. The investigation shall be conducted in a prompt, thorough and impartial manner. The results of the investigation shall be forwarded to the President with a ruling based on the findings. The Executive Board will act on the recommendations and serve as the body to hear all appeals.

Where a violation of this policy is found to have occurred, the Executive Board shall take prompt and appropriate remedial action to stop the behavior and deter its reoccurrence. The Executive Board shall have the authority to keep separate the persons involved apart until a final determination has been made regarding whether a violation of this policy has occurred.

The remedial action taken may include counseling, training, intervention, mediation and up to including termination from this Board.

The Secretary of this Board shall maintain a written record of the discrimination/harassment complaints received. Written records shall be maintained as confidential records to the extent practicable and appropriate.

## **PROHIBITION AGAINST RETALIATION**

Retaliation against any person, who alleges that she or he was the victim of discrimination/harassment, provides information in the course of an investigation into claims of discrimination/harassment or opposes a discriminatory practice, is prohibited by this policy. No cadet or member bringing a complaint, providing information for an investigation, or testifying in any proceeding under this policy shall be subjected to adverse actions based upon such involvement or be the subject of other retaliation.

## **FALSE ACCUSATIONS AND INFORMATION**

Any cadet or member of IAABO Board #193 who knowingly makes a false accusation of prohibited discrimination/harassment or knowingly provides false information in the course of the investigation of a complaint, may be subjected to administrative and/or disciplinary action, up to including termination. Complaints made in good faith, however, even if found to be unsubstantiated, shall not be considered a false accusation.

## **CONFIDENTIALITY**

All complaints and investigations shall be handled, to the extent possible, in a manner that will protect the privacy interests of those involved. It may be necessary to discuss the claims with the person(s) against whom the complaint was filed and other persons who may have relevant knowledge or who have a legitimate need to know about the matter. All persons interviewed, including witnesses, shall be directed not to discuss any aspect of the investigation with others

in light of the important privacy interest of all concerned. Failure to comply with this confidentiality directive may result in administrative and/or disciplinary action, up to and including termination.

### **ADMINISTRATIVE AND/OR DISCIPLINARY ACTION**

Any cadet or member found to have violated any portion of this policy may be subject to appropriate administrative and/or disciplinary action which may include, but which shall not be limited to: referral for training, referral for counseling, written or verbal reprimand, suspension, removal from office, or termination.

### **TRAINING**

The Cadet Supervisor shall provide all new cadets with a copy of this policy and shall review this policy with them within the first two weeks of the cadet classes. Refresher training shall be provided to all members of this Board annually.

### **OUTCOME**

A final letter of determination to the complainant(s) and the person against whom the complaint was filed, setting forth the results of the investigation and the right to appeal according to the Bylaws of this Board.

The letter shall include, at a minimum, a brief summary of the parties' position; a brief summary of the facts developed during the investigation; and an explanation of the determination, which shall include whether the allegations were either substantiated or not substantiated; and a violation of this policy did or did not occur.

The investigation of a complaint shall be completed and a final letter of determination shall be issued no later than 90 days after the initial intake of the complaint. However, it must be noted that completion of the investigation and issuance of a final letter of determination may be extended for up to 60 additional days.

In a case where a violation has been substantiated, and no disciplinary action is recommended, the party(ies) against whom the complaint was filed may appeal the determination to the IAABO Board #193 Executive Board within 30 days of receipt of the final letter of determination.

In a case where the allegation(s) have been substantiated, she or he may appeal the determination to the IAABO Board #193 Executive Board within 30 days of receipt of the final letter of determination.

In each case, she or he may further appeal the determination of IAABO Board #193 to IAABO New Jersey Board #1 within 30 days.