

APPENDIX VII

CAPITAL RINGERS, INC. ANTI-HARASSMENT POLICY

It is Capital Ringers, Inc.'s policy to treat all members and volunteers with dignity, decency, and respect and to provide an environment free from harassment. No individual should be subjected to harassment or discrimination by another member, leader, or volunteer. All members and volunteers should be aware of what harassment, both sexual and non-sexual, and discrimination are and what steps to take if harassment or discrimination occurs. Through enforcement of this policy and by education of members and volunteers, Capital Ringers, Inc. will seek to prevent, correct and discipline behavior that violates this policy

This policy applies to all Capital Ringers, Inc. settings and activities and includes, but is not limited to, organization activities (e.g., rehearsals, concerts, etc.) and organization-related social events. Capital Ringers, Inc. property (e.g., telephones, copy machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. Capital Ringers, Inc. policy against harassment covers members, volunteers, and other individuals who have a relationship with Capital Ringers, Inc that enables the organization to exercise some control over the individual's conduct in places and activities that relate to Capital Ringers, Inc. work (e.g., directors, officers, contractors, vendors, volunteers, etc.). Leaders who knowingly allow or tolerate discrimination, harassment or retaliation, including the failure to immediately report such misconduct to a member of the Board of Directors), are in violation of this policy and subject to discipline.

Harassment, including Sexual Harassment: Harassment includes verbal or physical conduct that threatens, intimidates, coerces or demonstrates hostility toward another individual based on any protected characteristic. Conduct constitutes harassment where:

- 1) Submission to such conduct is made a term or condition of an individual's membership, either explicitly or implicitly,
- 2) Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's membership, or
- 3) Such conduct unreasonably interferes with an individual's Capital Ringers, Inc. performance or has the effect of creating an intimidating, hostile or offensive organizational environment.

Harassing conduct may include, but is not limited to: Comments that are offensive or unwelcome regarding a person's national origin, race, color, religion, gender, sexual orientation/identity, age, body, status as an individual with a physical or mental disability, pregnancy, marital status or appearance, veteran status, genetic information, and/or citizenship status including epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts, denigrating jokes; and written or graphic materials that denigrate, insults, belittles or show hostility or aversion or disrespect toward an

individual or group and that is placed on the employer's premises, circulated in the workplace, or generally published in a manner so as to be viewed by co-workers.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, or conduct based on an individual's gender. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. These behaviors may include, but are not limited to, verbal, nonverbal and physical behaviors such as: unwanted and unwelcome sexual advances, comments or requests for sexual favors (this includes repeated, unwelcome requests for dates); sexual jokes and innuendo; verbal abuse of a sexual nature; leering, staring, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually graphic objects, pictures/photos/cartoons, or content in letters, text messages, or social media; unwanted physical contact such as touching, tickling, pinching, patting, brushing up against, hugging, cornering or kissing; other physical, verbal or visual conduct of a sexual nature; or conduct based on an individual's gender. Courteous, mutually respectful, pleasant, noncoercive interactions between employees that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Complaint Procedure: Capital Ringers, Inc. encourages individuals who believe they are being subjected to harassment or discrimination to address the issue, regardless of the alleged offender's identity or position. Capital Ringers, Inc. has established the following procedure (which includes a prohibition on retaliation described below) to facilitate the investigation and resolution of claims of harassment or discrimination:

- 1) If possible, the individual affected should politely but firmly advise the offender that his or her behavior is unwelcome and request that it stop immediately. The offender may not realize that his or her behavior is offensive and often this action alone will end the unwelcome advances or behavior. However, it is not necessary for an individual to speak directly to the offender if he or she feels uncomfortable or believes that negative employment consequences may result.
- 2) If for any reason an individual does not wish to address the offender directly, or if such action does not end the offensive conduct, the individual should notify the Capital Ringers Inc. President. If the alleged wrongdoer is the President, the individual should report the conduct to a member of the Board of Directors.

Investigation: The President, or their designee, will conduct an investigation of the complaint. To the extent possible, the complaints, interviews with colleagues, and any documents discovered or generated during the investigative process, will remain confidential. The results of the investigation will be reported to the Board of Directors, who will then determine a course of action. The response can include various kinds of disciplinary action, up to and including termination. **Upon completion of the investigation, Capital Ringers, Inc. will inform the employee who made the complaint of the results of the investigation.**

If the alleged wrongdoer is the President, the Board will establish a committee to investigate the complaint and determine a course of action. The committee will be charged with initiating the investigation, conducting at least the initial investigation, and determining a response or course of

action within a reasonable period of time. Capital Ringers, Inc. will conduct follow-up interviews to determine that the appropriate steps were taken and the issues were resolved.

Prohibition of Retaliation: Retaliation against any individual who, in good faith, opposes harassment or discrimination, files a complaint, testifies, or participates in an investigation of a claim of harassment or discrimination is prohibited and will be subject to disciplinary action. Acts of retaliation should be reported immediately.

Consequences for Violations: We consider harassment, discrimination or retaliation to be an act of misconduct and subject to appropriate disciplinary action, up to and including termination of membership. False and malicious complaints of harassment, discrimination, or retaliation may be the subject of appropriate disciplinary action. On the other hand, a member or volunteer will not be disciplined merely because the complaint is found to be without merit.