



Sexual Harassment Policy

Sexual harassment has no place at the Hebrew Educational Alliance ("HEA"), which is firmly committed to providing its employees and others with an environment that is free of sexual harassment.

HEA has adopted the following policy with the intention of providing a process for employees and others to report any complaint which they have of sexual harassment or retaliation and to allow HEA to respond to such complaints.

This policy applies to all HEA employees, including full and part-time staff, clergy and teachers ("Staff"). It also applies to all volunteers including members of the Board of Directors and officers of the HEA, lay leaders, congregants, and third parties not directly connected to, but associated with, the HEA ("Non-Staff").

Conduct prohibited by this policy is unacceptable at/in any HEA property. Such conduct is also prohibited whenever any person is acting on behalf of the HEA, and at meetings, conventions, conferences, trips, retreats, social events and the like outside of, or away from HEA's physical premises, in the homes of synagogue members, and other locations where such members may be present and where and/or when HEA-related services and/or activities are being provided. Such conduct is also prohibited in communications such as social media, e-mail, and text messages between or among covered persons.

All Staff and Non-Staff are encouraged to report any incident(s) of sexual harassment or retaliation related to the HEA as described below. Further, Staff should consider this one of their duties and obligations as an employee of HEA.

DEFINITION OF SEXUAL HARASSMENT

For purposes of this policy, HEA defines sexual harassment as consisting of unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

1. Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment, or as a basis for employment, volunteer staffing, business, or HEA-related decisions
or
2. Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance or contributions to HEA by creating an intimidating, hostile, humiliating, or sexually offensive work environment.

HEA has both a workplace with employees and a building and/or events populated by guests, congregants and others. In recognition of this, HEA's definition of sexual harassment includes Non-Staff persons and conduct that creates an intimidating, hostile, humiliating or sexually offensive environment for praying, learning or otherwise participating in activities at the HEA, off-site where HEA-related services and/or activities are being provided, or for third-parties associating with the HEA.

Sexual Harassment Policy

Examples: Sexual harassment may occur where an employee is subjected to direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits, or continued employment. Implied or explicit threats to take, or taking, adverse employment actions, such as discharge, demotion or reassignment, if sexual favors are not granted, is also sexual harassment. Similarly, making participation in any HEA-related activity depend on a person's submission to direct or implied requests for sexual favors, and creating an environment where people feel unwelcome or excluded from full participation in HEA-related events because they do not participate or submit to sex-related conduct, constitute sexual harassment.

While it is not possible to list all circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances or requests for sexual favors
- Sexual jokes and innuendo
- Verbal abuse of a sexual nature
- Commentary about an individual's body, sexual prowess, experience, or sexual deficiencies
- Leering, catcalls, or assault
- Insulting or obscene comments or gestures
- Blocking an individual's movement
- Display or circulation of sexually suggestive objects or pictures [including "Digital Information" which may include, but is not limited to, emails, including attachments, SMS or other text messages, activity or content on any social media platform, Internet usage and history or video(s) content]
- Uninvited touching in any form
- Other physical, verbal or visual conduct of a sexual nature

All Staff and Non-Staff should be aware of sex-related conduct that is unwelcome to other participants or observers. Conduct may be unwelcome even when it is intended to be humorous.

In situations where hierarchy and social pressure exist, persons may appear to consent to unwelcome conduct. In these circumstances, consent is not the relevant factor. Sex-related conduct that is unwelcome is sexual harassment.

COMPLAINT PROCEDURE

Any complaint of sexual harassment involving HEA should promptly be brought to the attention of one (or more) of the following:

1. The HEA Executive Director;
2. The HEA President; or
3. Any HEA Vice President

The HEA conducts investigations into all complaints. When the HEA determines that its policies have been violated, the HEA takes prompt corrective and remedial action. Staff and Non-Staff who violate HEA policy may be subject to penalties up to and including termination

Sexual Harassment Policy

of employment or volunteer status or exclusion from the HEA. Corrective and remedial action is determined by the HEA in its sole discretion.

The HEA preserves the confidentiality of complaints and investigations to the extent possible. To conduct an investigation, however, it is often necessary to reveal sufficient facts to identify specific conduct. In addition, in a member-driven organization such as the HEA, personnel decisions must often be explained to concerned congregants and others.

In severe circumstances and where there is personal injury or property damage, affected persons should contact the police or seek other emergency assistance. The HEA cooperates with police inquiries and may defer to a police investigation into alleged misconduct.

Non-Retaliation

The HEA also prohibits any retaliation against (a) Staff or Non-Staff who make a complaint concerning sexual harassment or any other violation of HEA policy or (b) Staff or Non-Staff who participate in the HEA's investigations, provide information to authorities such as the police, or otherwise participate in any action to enforce this policy.

Prohibited retaliation includes any form of harassment, criticism, or social exclusion aimed at any Staff or Non-Staff because of that person's protected activity.

Staff and Non-Staff who believe they have been subjected to any kind of retaliation should promptly bring the incident to the attention of one (or more) of the following:

1. The HEA Executive Director;
2. The HEA President; or
3. Any HEA Vice President

The HEA investigates complaints of retaliation in the same manner as other complaints of harassment.

DISCRETION AND NON-DISCRIMINATION

The HEA retains discretion in its enforcement of this policy. Decisions made under this policy are made based on and for operational, business, and religious reasons and without regard to sex, race, color, religion, creed, age (40 and over), national origin, citizenship, physical or mental disability, military service or application, or any other protected characteristic under federal, state or local law.

The HEA has complete discretion to interpret, administer, change, modify or delete this policy at any time with or without notice. No statement or representation by any Staff member regardless of position, whether oral or written, can supplement or modify this policy. Changes can only be made if approved in writing by the HEA Board of Directors.

Sexual Harassment Policy

ACKNOWLEDGMENT

I acknowledge that I have received, read, and understand the Sexual Harassment Policy of the HEA. I understand that failure to comply with the policy could result in disciplinary action up to and including termination of employment (Staff) or termination of my association with HEA (Non-Staff).

Signature

Date

Name (please print)

Please check the box appropriate for your relationship to HEA

I am HEA Staff as defined in this policy

I am Non-Staff as defined in this policy