

Conduct and Harassment Policy

Harassment of Chemical Educational Foundation (“CEF”) employees or volunteers and other individuals attending (“attendee”) CEF operated, sponsored and/or affiliated events on the basis of race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, or other basis, including sexual harassment (as defined and protected by applicable law) is unacceptable and will not be tolerated.

Sexual Harassment

Sexual harassment has been defined generally as including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whenever: (1) submission to the conduct is either an explicit or implicit term or condition of employment; (2) an individual's reaction to the conduct is used as a basis for employment decisions affecting that individual; (3) the conduct has the purpose or effect of interfering with the individual's work performance; or (4) the conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

No employee, volunteer, or attendee should be subjected to sexual harassment or unsolicited and unwelcome sexual overtures, nor should any employee, volunteer, or attendee be led to believe that any benefit will in any way depend upon “cooperation” of a sexual nature.

Sexual harassment is not limited to demands for sexual favors. It also may include such actions as: (1) sex-oriented verbal “kidding,” “teasing,” or jokes; (2) repeated offensive sexual flirtations, advances, or propositions; (3) continued or repeated verbal abuse of a sexual nature; (4) graphic or degrading comments about an individual or his or her appearance; (5) the display of sexually suggestive objects or pictures; (6) subtle pressure for sexual activity; and (7) inappropriate physical contact.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or consensual personal and social relationships without a discriminatory employment effect. It refers to behavior that is not welcome and that is personally intimidating, hostile, or offensive.

Other Unlawful Harassment or Conduct

Harassment on other grounds, including race, color, religion, national origin, age, marital status, or disability is also prohibited. Harassment may include such actions as: (1) jokes or verbal “kidding,” or “teasing;” (2) verbal abuse and epithets; (3) degrading comments; (4) the display of offensive objects and pictures; (5) conduct or comments of a lewd or lascivious nature; and (6) other conduct that the individual might reasonably find to be intimidating, hostile, offensive, coercive, threatening, or unprofessional.

Scope of Policy

This policy prohibiting harassment, whether sexual or of another nature, is not limited to relationships between and among employees, and volunteers, but also extends to interaction with attendees and vendors. No officer, trustee or other volunteer shall subject any employee, volunteer, attendee, or vendor to sexual or other harassment of any nature, including that conduct described above.

CEF will fully investigate all complaints and will maintain confidentiality to the extent possible. Anyone who is found to have engaged in harassment will be subject to appropriate disciplinary action, which may include the following: (1) a written reprimand or censure; (2) a request for resignation; (3) removal of such person from the individual's position within CEF; or (4) termination of the individual's position, employment, engagement, and/or participation in current and/or future CEF operated, sponsored and/or affiliated events. No individual will be retaliated against for making a complaint or assisting with the investigation of a complaint.

Any forms of harassment as described in this policy are reportable immediately to the CEF's Executive Director. Any forms of harassment as described in this policy involving the CEF Executive Director are reportable immediately to CEF's President.