

Harassment Reporting Procedure

Girl Scouts Western Pennsylvania (GSWPA) is committed to an environment and climate in which relationships are characterized by dignity, respect, courtesy and equitable treatment. It is the policy of the organization to provide all staff and volunteers with an environment free from all forms of unlawful or unwelcome harassment, including implied or expressed forms of sexual harassment.

The council expressly prohibits all forms of harassment on the basis of race, color, religion, sex, age, national origin, disability, marital status, citizenship, ancestry, veteran status or any other characteristic protected by federal, state or local law. This may take the form of bullying, physical intimidation, and sexual harassment.

It is against the policies of GSWPA for any individual, male or female, to harass another volunteer, employee or Girl Scout member of the same or opposite sex. The council reserves the right to refuse membership endorsement or reappointment, and to dismiss or suspend from affiliation with the council any adult who, in conducting Girl Scout program, harasses another volunteer, employee or Girl Scout member of the same or opposite sex.

SEXUAL HARRASSMENT

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual acts or favors, abusing the dignity of another through insulting or degrading sexual remarks or conduct, threats or suggestions that a volunteer's status is conditioned upon toleration of or acquiescence to sexual advances.

Some examples of sexual harassment that could create a hostile work or volunteer environment include telling of sexual jokes or stories, the presence of sexually explicit photographs or other materials, touching of another person's clothing, hair or body, making sexual comments about another person's body, making sexual comments or innuendoes, asking personal questions about another person's social or sexual life, staring, leering and making sexual gestures.

1. Any volunteer or staff member who feels that she or he has been subjected to harassment of any type, whether by another volunteer, council staff member, or any agent of the organization, should promptly report the incident, in writing as well as verbally, to a supervisor, director of human resources or to the chief operations officer.
2. The supervisor, upon receiving such a complaint, must report the matter to the chief operations officer who will conduct an investigation, which includes conversations with all involved parties.
3. Depending on the findings of the investigation, the chief operations officer will take appropriate corrective actions, which may include dismissal or suspension from the council.
4. If the harassment involves a staff person, all appropriate human resource procedures will be followed.