



January 16, 2019

Re: Sexual Harassment Policy:

Commander:

Please read the enclosed Sexual Harassment Policy at your next scheduled meeting and Post it prominently on your Chapter Information Board.

It is the policy of DAV Dept. Of Az, that sexual harassment of any kind will not be tolerated at any level. Anyone who has a complaint should first report it to the Chapter Commander and if not satisfied report the incident to DAV Department of Arizona Commander.

These things need to be corrected at the chapter level if possible.

Please sign below to show you have received a copy of this policy and return it to Department in the attached self-addressed stamped envelope.

Respectfully

Ron Cox
Adjutant

Detach and Return

DISABLED AMERICAN VETERANS POLICY AGAINST SEXUAL AND OTHER HARASSMENT

GENERAL

DAV Department of Arizona is committed to maintaining a work environment that is free of discrimination and harassment based on a person's sex, race, color, age, religion, disability, ancestry, or national origin, consistent with applicable laws.

All employees, Officers, Volunteers, and Members should respect the rights, opinions, and beliefs of others. Harassment of any person because of sex, race, color, age, religion, disability, ancestry, or national origin is strictly prohibited, whether directed at an employee, vendor, or customer. Any such harassment is prohibited by this policy whether or not it also violates the equal employment opportunity laws. This policy applies to all employees, volunteers, officers, and members of DAV Dept. of AZ, up to and including its Commanders and Command Officers.

SEXUAL HARASSMENT

No one may threaten or imply that an employee's submission to or rejection of sexual advances will in any way influence any decision about that employee's employment, advancement, duties, compensation, or other terms or conditions of employment. No one may take any personnel action based on an employee's submission to or rejection of sexual advances.

No one may subject another employee/volunteer to any unwelcome conduct of a sexual nature. This includes both unwelcome physical conduct, such as touching, blocking, staring, making sexual gestures, and making or displaying sexual drawings or photographs, and unwelcome verbal conduct, such as sexual propositions, slurs, insults, jokes, and other sexual comments. An employee's conduct will be considered unwelcome and in violation of this policy when the employee knows or should know it is unwelcome to the person subjected to it.

OTHER HARASSMENT

No one may harass anyone because of that person's race, color, age, religion, ancestry, or national origin. Examples of conduct prohibited by this policy include using racial and ethnic slurs or offensive stereotypes and making jokes about these characteristics.

COMPLAINTS AND REPORTING VIOLATIONS

If you are the victim of harassment, you are requested and encouraged to make a complaint to *Disabled American Veterans Department of Arizona*. You are not required to complain first to the person who is harassing you. If you prefer, you may complain directly to the Department or Chapter Commander. Similarly, if you observe harassment of another employee/volunteer, you are requested and encouraged to report this to one of the persons described above. No reprisal, retaliation, or other adverse action will be taken against any employee/volunteer for making in good faith a complaint or report of harassment, or for assisting in good faith in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons described above.

INVESTIGATION OF COMPLAINTS AND REPORTS

Disabled American Veterans Department of Arizona will promptly and thoroughly investigate any complaint or report of a violation of this policy. The investigation shall be completed within 30 days of the complaint. You may at any time ask the person you complained or reported to about the status of the investigation.

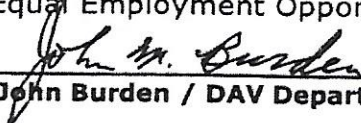
PENALTIES FOR VIOLATIONS

Disabled American Veterans Dept. /Chapter Commander will take prompt Disciplinary and remedial action if its investigation shows a violation of this policy. Depending on the circumstances, the disciplinary action may range from a warning to a discharge of an employee/volunteer, or the filing of charges (Complaint) under Article 16 in the National By-Laws.

A complaint or report that this policy has been violated is a serious matter. Dishonest complaints or reports are also against our policy, and Disabled American Veterans Department of Arizona Commander will take appropriate disciplinary action if its investigation shows that deliberately dishonest and bad faith accusations have been made.

ADDITIONAL INFORMATION

If you have any questions about this policy, please contact Disabled American Veterans Department of Arizona Commander for additional information. If you have other questions or concerns **about discrimination or harassment**, you may ask the **Dept. Commander or Adjutant** or contact the local office of the Equal Employment Opportunity Commission.


John Burden / DAV Department Commander


Ron Cox / DAV Department Adjutant

Effective Date: 1-4-2019