

HARASSMENT/SEXUAL HARASSMENT

Consistent with legal and ethical obligations, the Chapter prohibits harassment on the basis of race, color, religion, sex, sexual orientation, gender variance, national origin, age, pregnancy, disability, status as a Vietnam-era veteran or other veteran as well as any other category protected by federal, state, or local law. This prohibition also includes sexual harassment. The Chapter will take strong disciplinary steps, up to and including discharge, against any employee or volunteer who engages in conduct which violates this policy.

With this policy, the Chapter prohibits not only actions which are severe enough to be unlawful but also conduct and comments that do not violate state and federal law, but which are still inappropriate in the workplace. No person in the Chapter is exempt from this policy.

DEFINITION OF HARASSMENT

Harassment consists of unwelcome or unsolicited verbal, written or physical conduct based on personal bias including actions based on race, color, religion, sex, sexual orientation, gender variance, national origin, age, pregnancy, disability, status as a Vietnam-era veteran or other veteran as well as any other category protected by federal, state, or local law, that are sufficiently severe or pervasive so as to unreasonably interfere with an individual's work performance or create an intimidating, hostile or offensive working environment.

Sexual harassment includes unwelcome sexual advances, request for sexual favors and other such verbal, written or physical conduct of a sexual nature. It exists where a co-worker, superior or non-employee of the Chapter exercises or threatens to exercise his or her authority to affect the job, duties, earnings or career of another person working at the Chapter (including prospective staff or volunteers) in order to obtain a sexual favor. It also exists when unwelcome conduct of a sexual nature is sufficiently severe or pervasive so as to unreasonably interfere with an individual's work performance or is perceived by others in the workplace as creating an intimidating, hostile or offensive working environment.

REPORTING POLICY

Every Chapter employee is responsible for making sure that our workplace is free from all forms of prohibited harassment. Any person who experiences or witnesses harassment by anyone at the Chapter, including supervisors, co-workers, volunteers, or any other person affiliated with the MS Society, **must** report the harassment to his or her immediate manager, department head, Human Resources Department, or *ListenUp*, the Chapter's anonymous whistleblower hotline service.

Should an employee choose to report via *ListenUp*, the contact information is as follows:

1. Call Toll Free 1-866-398-0010
2. Report Via the Internet: <http://www.ListenUpReports.com>
3. Write a Letter ListenUp, P.O. Box 274, Highland Park, Illinois 60035