

Potomac Valley Audubon Society

Sexual Harassment and Bullying Policy

Adopted by PVAS Board of Directors March 2023

General

The Potomac Valley Audubon Society (PVAS) is committed to providing a workplace and offering programs that are free from sexual harassment and bullying. Sexual harassment and bullying are not tolerated. When PVAS determines that an allegation of sexual harassment or bullying is credible, it will take prompt and appropriate corrective action. This policy applies to employees, officers, directors, members, volunteers, and program participants.

Sexual Harassment

Sexual harassment is any unwanted or uninvited sexual behavior that is offensive, embarrassing, intimidating, or humiliating. It has nothing to do with mutual attraction or friendship. Examples of sexual harassment are sexual or sexually suggestive remarks; sexual propositions; repeated, unwelcome requests for dates; repeated questions about personal life; and jokes of a sexual nature.

Bullying

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical, and/or social behavior that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

PVAS Responsibilities Under This Policy

If PVAS receives an allegation of sexual harassment or bullying or has reason to believe sexual harassment or bullying is occurring, it will take the necessary steps to ensure that the matter is promptly investigated and addressed. This includes initiating the stepwise process outlined in PVAS' Sexual Harassment and Bullying Grievance Procedures.

If the allegation is determined to be credible, PVAS will take immediate and effective measures to end the unwelcome and offensive behavior. Furthermore, PVAS is committed to act if it learns of possible sexual harassment or bullying, even if the individual does not wish to file a formal complaint.

Employee, Officer, Director, Member, and Volunteer Rights and Responsibilities

Any individual who believes they may have been sexually harassed or bullied in violation of PVAS's Sexual Harassment and Bullying Policy may follow the procedure outlined below. In addition, any employee, officer, director, member, or volunteer who believes he or she has been the target of sexual harassment or bullying is encouraged to inform the offending person orally or in writing that such conduct is unwelcome and offensive and must stop.

If the employee, officer, director, member, volunteer, or program participant does not wish to communicate directly with the offending person, or if such communication has been ineffective, the employee, officer, director, member, or volunteer is encouraged to follow the stepwise process outlined in the PVAS [Sexual Harassment and Bullying Grievance Procedures](#). This process is designed to obtain a fair and appropriate resolution to the alleged behavior and complaint.