

## EQUAL EMPLOYMENT OPPORTUNITIES

Channel Islands Women's Sailing Association ("CIYC") strives for equal employment opportunities for all employees and is committed to providing a healthy and safe work environment free of discrimination.

Preventing discrimination begins with respect and adherence to the law. Therefore, discrimination against individuals on the basis of race, religion, color, sex, age, pregnancy, national origin, disability, veteran or family status, or any other status or condition protected by applicable state or federal laws, except where a *bona fide* occupational qualification applies, is strictly prohibited.

Verbal, physical, sexual or any other form of harassment that belittles or demeans any individual on the basis of race, religion, color, sex, age, pregnancy, national origin, disability, veteran or family status, or any other status or condition protected by applicable state or federal laws is also strictly prohibited. Prohibited harassment includes conduct that has the purpose or effect of unreasonably interfering with an employee's work performance or experience or creating an environment that is hostile, intimidating or offensive.

Sexual advances; physical conduct of a sexual nature; sexual or racial jokes; racial, national origin, or disability slurs; and other harassing language or conduct that is meant to intimidate or that negatively impacts an employee's work environment is considered harassment and is strictly prohibited.

To promote equality, CIYC will administer and conduct all personnel practices and procedures including employment, compensation, benefits, evaluation,

promotion, demotion, assignments, transfer, recruitment, layoff, training, education, recreational and social activities, and safety and health programs, without regard to race, religion, color, sex, age, pregnancy, national origin, disability, veteran or family status, or any other status or condition protected by applicable state or federal laws, except where a *bona fide* occupational qualification applies.

This policy applies to every person in the work place and at work-sponsored activities no matter his/her authority or position. Violators of this policy are subject to investigation and discipline, including, but not limited to, termination.

#### **WHEN DISCRIMINATION IS SUSPECTED OR EXPERIENCED**

If you know of or suspect discrimination to another person, including harassment, report it to the Commodore. If you are discriminated against in the workplace, you are required to report it immediately to the Commodore. Employees and applicants are protected for filing a complaint of discrimination or assisting in an investigation of discrimination.

If these avenues of reporting are not satisfactory to you, then you can direct your questions, suggestions, problems or complaints to the Vice Commodore. If for any reason you do not want to discuss the matter with these individuals, report to the Rear Commodore.

CIYC will investigate credible allegations of discrimination, including harassment. CIYC may use third parties to assist in such investigations. All employees have a responsibility to cooperate fully in any investigation.

If any employee makes a knowingly false claim of discrimination (s)he will be subject to discipline, including, but not limited to, termination.