

Harassment Policy

Sexual & Other Prohibited Harassment

Policy Prohibiting Harassment and Discrimination

TAI strives to maintain an environment free from discrimination, harassment, and other inappropriate behavior, where members, employees, volunteers, contractors and guests treat each other with respect, dignity and courtesy. Discrimination, harassment and other inappropriate behavior is prohibited. Any form of harassment based on an individual's race, religion, color, gender, creed, sexual orientation, national origin, ancestry, citizenship status, marital status, pregnancy, age, disability, veteran status or other legally protected status, including but not limited to harassment that violates federal, state, or local law, is a violation of this policy. Behavior does not need to violate the law in order to constitute a violation of this policy. This policy applies on TAI premises and in all other Congregation-related settings.

Sexual Harassment

For purposes of this policy, sexual harassment is defined as unwelcome or unwanted conduct of a sexual nature (verbal or physical) when this conduct unreasonably interferes with an individual's enjoyment of the facilities and activities sponsored by TAI and the ordinary relationships enjoyed by TAI's members, which creates an intimidating, hostile or offensive environment.

Examples of behavior that may constitute harassment when both the intent and impact are considered to be offensive or disruptive include but are not limited to:

- Unwanted and unwelcome sexual pressure, attention, invitation, requests or advances; Demands for sexual favors;
- Leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons or posters;
- Sexual propositions, jokes, flirtations, innuendo, or discussions of sexual activity (whether in conversation or through electronic or other means);
- Verbal abuse of a sexual nature, including but not limited to graphic verbal commentaries about an individual's body and sexually degrading words used to describe an individual;
- Inappropriate touching or other physical contact, including but not limited to hugging, patting, pinching or brushing against another's body.

Other Prohibited Harassment

As noted, this policy also prohibits harassing behavior on the basis of race, color, religion, gender, creed, national origin, age, marital status, citizenship, sexual orientation, disability, veteran status or any other legally protected status. Forms of such harassment can include (but are not limited to) physical, verbal and non-verbal behavior that harasses or unreasonably disrupts or interferes with a member's enjoyment of TAI or its functions, or in any way creates or contributes to an intimidating, hostile, or offensive religious or social environment. This behavior includes, by way of example only, epithets, slurs, and threats, as well as posters, cartoons, e-mails or drawings that are insulting, degrading, derogatory, or ridiculing of one based on his or her race, color, religion, gender, creed, national origin, age, citizenship status, marital status, disability, veteran status or other legally protected category.

Reporting And Response

TAI will provide multiple modes, including an anonymous option, by which harassment may be reported.

In the event that a staff person or volunteer observes or otherwise becomes aware of harassing behavior, it is their responsibility to do the following:

- Interrupt the behavior, if possible.
- If reasonably possible, offer prompt assistance to the individual being harassed and take reasonable actions under the circumstances to protect the individual's physical and/or psychological safety.
- Report the behavior to a supervisor, the President, the TAI Executive Director or TAI Ombudsperson; if the person is not comfortable making the report directly, a report should be made anonymously. Anonymous reports may be submitted by US Mail, addressed to: Temple Adath Israel 124 N. Ashland Ave, Lexington, KY 40502.
- If the report is about a supervisor or the Executive Director, contact the TAI Ombudsperson or Executive Committee member.
- Document the report but do not conduct an investigation.

TAI will respond promptly to any accusation of harassment of a protected member (defined to include TAI congregants, children/youth, volunteers, visitors and staff). If a supervisor receives a report of harassment, the supervisor is to report the matter to the Executive Director or TAI Ombudsperson.

The Executive Director (or other person in charge) will consult with the Executive Committee and legal counsel if needed to determine the appropriate response. The Executive Committee has the authority to consult with internal TAI groups for advice on potential responses. Responses, which shall be documented, may include:

- Speak with/counsel the individual who has been reported.
- If the alleged harasser is staff or a volunteer, place the person on leave pending investigation, with or without pay while the matter is being investigated.
- Report the matter to TAI's insurance carrier.
- Cooperate with authorities and the insurance carrier.
- Consider whether additional legal counsel or other consultants are needed.
- Engage appropriate professional(s) to conduct the investigation if necessary.
- If at any point in gathering information about a report of suspicious or inappropriate behavior, a concern arises about possible unlawful activity, contact relevant state or local authorities and file a report.

The Executive Director or other person in charge (and legal counsel or other consultants) will meet with the Executive Committee and/or Board during the investigation to update the leadership on any developments and to make recommendations regarding any actions. When a minor is involved, parents/guardians and congregants will be notified as appropriate.

If a staff person and/or volunteer is found to be in violation of this policy, they will be subject to disciplinary action, up to and including termination. If the offender is a congregant or visitor, the Board will determine the appropriate action.

Non-Retaliation

It is also a violation of this policy to retaliate in any way against anyone who in good faith complains of sexual harassment or other inappropriate behavior that may be in violation of this policy or who in good faith participates in an investigation of such behavior, even if sufficient evidence is not found to substantiate the complaint. Complaints of retaliation (actual, threatened or feared) also should be made promptly in accordance with the above complaint reporting procedure. Anyone who engages in such retaliatory behavior will be subject to appropriate action.

It is assumed that all complaints are made in good faith. However, if it is determined that a complaint was made in bad faith, the Board reserves the right to take appropriate action against the complaining party.