

## **Association of Fundraising Professionals, Massachusetts Chapter Fair Behavior Policy**

AFP Board Approved July 22, 2005

AFP and its chapters are committed to providing an environment that is free of unlawful discrimination and/or harassment. AFP and its chapters prohibit harassment on their premises and in connection with activities (locally or traveling on association/chapter business) -- whether committed by staff, volunteers, officers, or by third parties. Discrimination or harassment will not be tolerated and constitutes behavior unbecoming of a member.

No AFP member or officer may threaten or insinuate, either explicitly or implicitly, that an individual's submission to, or rejection of, sexual advances will in any way influence any decisions regarding that individual's employment; wages; advancement; membership, board, or officer status; assigned duties or any other condition of employment or career/membership development. An individual's submission to, or rejection of, sexual advances shall not be used as the basis for employment or membership decisions concerning the individual.

Other harassing conduct on association or chapter premises and at association or chapter functions, or in connection with chapter activities that creates an offensive and hostile environment, whether it is in the form of physical or verbal harassment, and committed by any member or staff, is also prohibited. This includes, but is not limited to, repeated offensive language or conduct, unwelcome sexual flirtations, advances, propositions, stalking, continued or repeated verbal abuse of a sexual nature, graphic verbal comments about an individual's body, sexually degrading words used to describe an individual and the display of sexually suggestive or other offensive objects or pictures.

Unlawful discriminatory treatment which is found to be based upon an individual's race, ethnicity, age, religion, sexual orientation or other legally protected characteristic is also strictly prohibited.

Discrimination and/or harassment can occur with a single incident or through a pattern of behavior. Discrimination and/or harassment can result from a broad range of actions, which may include but are not limited to: physical or mental abuse, racial insults, derogatory ethnic jokes, unwelcome verbal or physical conduct regarding race, color, religion, national origin, sex, sexual orientation, age or disability.

Any association or chapter employee, volunteer, or member who believes that they have been subjected to harassment may -- but are not first required to -- tell the offender that his or her behavior is unwelcome and ask that it stop. In cases where the individual may feel uncomfortable confronting the alleged offender, the individual should report the matter to the Chapter President or to the President & CEO of AFP. Any association or chapter employee, volunteer, or member who has experienced an incident of sexual or other unlawful harassment or discrimination must promptly report the matter to the Chapter

President or the President & CEO of AFP. Such internal complaints are investigated promptly. If the objectionable behavior involves an individual outside of the chapter – from AFP (a member, board member, volunteer, officer, or staff member) – then the matter should be reported solely to the President of AFP. If the objectionable behavior involves the President of AFP, then the matter should be reported to the Chair of the Board of AFP.

A Chapter President is required to notify and consult with the President of AFP in connection with reports of harassment or discrimination at the chapter.

Any individual with questions about the internal process or concerns about possible harassment or discriminatory treatment is urged to seek appropriate consultation with the AFP President & CEO. No individual will suffer retaliation, reprisal or intimidation as a result of reporting an incident or behavior in good faith. Individuals who fail to follow this procedure may not only lose the opportunity to address their concerns, but may also forfeit certain legal rights, if applicable. The association maintains confidentiality in these investigations to the extent feasible and consistent with an effective investigation and resolution, and enforcement of this policy.

Persons determined to have committed acts of harassment against an AFP member, employee, or volunteer may be subject to discipline up to and including removal from chapter and AFP office, termination of employment with the Chapter, and/or revocation of AFP membership. Depending on the nature of the matter, individuals alleged to be involved in harassing or discriminating behavior may be removed from association and chapter involvement pending the resolution of the investigation.

AFP Massachusetts Chapter maintains a signed acknowledgement of receipt of this document from each board member indicating agreement to these terms.