

Respect in the Environment

ATFS Network



American Tree Farm System

We grow stewardship from the roots.

Respect in the Environment

Objective

Slide 2



Maintain a respectful environment through understanding of others and distinguishing characteristics.



Describe and understand when behaviors are reasonably perceived as harassment and sexual harassment.



Differentiate between harassment and courteous/friendly behavior.



Know what you should do if you see, hear and/or experience harassment according to ATFS' policies.

American Forest Foundation Mission

Slides 3 and 4

One Mission

"The American Forest Foundation ensures the sustainability of America's family forests for present and future generations in conjunction with our strategic partners."

Great Volunteers

ATFS has a great network of volunteers throughout the United States who are dedicated and work hard every day.

Across Generations

AFTS volunteers range from age 18 to over 80 years old. This age range provides perspectives, ideas, creativity and contributions across several generations.

Working Together

ATFS volunteers work together and with landowners, foresters, partners, and community to give people the tools they need to be effective stewards.

Connecting with Respect

The American Forest Foundation (AFF) is committed to ensuring a safe and professional environment for all of our volunteers, partners, contractors, staff, landowners, and others involved in and while implementing the American Tree Farm System (ATFS).

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Respectful and Safe Environment

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Volunteer No Harassment Policy

The American Forest Foundation (AFF) is committed to ensuring a safe environment for all of our volunteers, partners, contractors, staff, landowners, and others involved in and while implementing the American Tree Farm System (ATFS).

In support of this commitment and values shared by members of its community, AFF maintains and enforces a policy of zero tolerance of harassment of any kind, including harassment based upon an individual's race; color; creed; religion; genetic information; national origin; sex, sexual orientation (including gender identity); ancestry; marital status, pregnancy, childbirth, or related medical conditions; age; disability; or any other category protected under federal, state, or local law ("protected class").

This policy applies to the operations of ATFS, a program of the American Forest Foundation.

Distinguishing Characteristics

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- ◆ Diversity in individuals encompasses acceptance, respect, and an understanding that each is unique.
- ◆ Diversity can be leveraged to strengthen and expand the capabilities of a group.
- ◆ Therefore, it is important to support and protect diversity by valuing individuals and group, and to foster a climate of equality and mutual respect.

Diversity: Protected Classes			
In US federal anti-discrimination law, a protected class is a group of people with a common characteristic who are legally protected from discrimination on the basis of that characteristic. Protected Classes include:			
Age (over 40)	Disability	National Origin	
Pregnancy	Race/Color	Religion/Creed	Sex/ Sexual Orientation
Diversity: Additional Dimensions			
Appearance	Education	Experience	Family/Marital Status
Geographic Location	Political Beliefs	Social Economic Status	Veteran Status

A form of discrimination

- Based on distinguishing characteristics, which are protected classes under the law
- Verbal, nonverbal, visual and/or physical
- Unwelcome
- Humiliating, threatening, intimidating or offensive behavior

Examples include:

- Comments about an individual's skin color or other racial/ethnic characteristics
- Negative comments about an individual's religious beliefs
- Negative stereotypes regarding an individual's birthplace or ancestry
- Negative comments an individual's age when referring to individuals 40 and over
- Derogatory or intimidating references to an individual's mental or physical impairment
- Excessive yelling, repeated emotional outburst, using a harsh tone of voice
- Ridiculing or demeaning someone, using a condescending tone
- Picking on someone or setting them up to fail
- Blaming someone for things out of his/her control
- Mean-spirited "joking" designed to exploit an employee's perceived weaknesses
- Encouraging others to avoid an employee
- Insulting an employee's family or friends
- Gossiping or spreading rumors

Acceptable and Respectful Workplace Behaviors

Acceptable and healthy workplace behaviors are any behaviors that promote respect, positivity, and civility in ATFS workplace. These include, but are not limited to:

- Using respectful, supportive, and encouraging language in all interactions, no matter the subject of conversation
- Questioning a peers' position on an issue politely rather than asserting your position is the right one; listening to your peer's position with an open mind.
- Giving peers direct, non-personal feedback as opposed to criticism.
- Expressing appreciation when a peer does something correctly and in a timely manner.
- Respecting each other as adults and trusting their decision-making abilities.
- Approaching conflict with maturity and a true desire for resolution, rather than as a fight or opportunity to belittle a co-worker.
- Maintaining a positive attitude and professionalism, even when you are having a bad day.

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Types of Harassment

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Verbal	Non-Verbal
Derogatory comments	Staring/Winking
Requests for sexual favors	Derogatory or suggestive gestures
Sexual connotation or innuendoes	Throwing kisses
Unwelcome flirting and/or insisting on dates, related propositioning	Shunning and ostracizing
Teasing	Written
Offensive, sexual jokes or stories	Personal letters
Telling lies or rumors about someone's sex life	Notes or e-mails
Visual	Physical
Offensive pictures, photos, videos, calendars, posters and magazines	Inappropriate touching, hugging, patting, stroking, fondling, grabbing, pinching
Explicit calendars, screen savers, websites, magazines	Invading personal space, standing too close or blocking a passageway
Objects which are sexually suggestive	Hitting, pushing

Harassment Circumstances

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Harassment may occur in a variety of circumstances including, but not limited to:

- The harasser may be either male or female.
- The victim does not have to be of the opposite sex.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- The harasser may be the victim's supervisor, an agent of AFF, a volunteer, or a contractor.

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That's Harassment?

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Intention vs. Perception

It does not matter if one person did not intend to harass another, as much as it matters how the behavior was perceived by the recipient.

Reasonable Standard

The recipient's perception of harassment is similar and reasonable to how most people within a community would interpret or respond to the behavior.

Examples of Harassment

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- Degradation of any group or class of people.
- Treatment of protected individuals in a demeaning fashion.
- Deliberate, repeated, or unsolicited verbal comments; gestures or physical actions of a sexual nature toward another volunteer, AFF Staff, landowner, or contractor (*i.e., lewd or lascivious remarks and/or any unsolicited physical contact*).
- Subtle pressure or explicit demands for sexual favors or sexual activity of another volunteer, staff, or contractor.
- Any other harassment actions which are undertaken with the deliberate intent to disturb or bother persistently and continually or repeatedly.

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Is This Harassment?

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1. A landowner or vendor gives you a cartoon with a racially derogatory caption.

(Yes)

Within AFTS, there is no place for any type of discriminatory comments and/or behavior and all volunteers are entitled to a professional, respectful environment.

You should apprise the landowner or vendor that this behavior is unacceptable. Consider explaining your reaction and response with *"this may not have been your intent, but this cartoon made me feel uncomfortable."* With an understanding of the impact of his/her behavior, the landowner or vendor may change his/her behavior in the future. Also, report this incident to the Director of ATFS.

2. You overhear someone telling other volunteers an ethnic joke.

(Yes)

ATFS supports a respectful workplace. Derogatory comments regarding any protected class, groups, or individuals are unacceptable. Whether these types of jokes are told directly to you and/or they are overhead, it is always disrespectful and not tolerated in the ATFS workplace. You should remind this person that this type of behavior is inappropriate and not reflective of ATFS's culture of a respectful workplace.

3. You provide another volunteer on a regular basis, criticism about their work performance. (Yes and No - Depends on the situation)

Offering another volunteer advice, in a constructive and positive manner on how to complete a task or positively change behavior, is teamwork. Constant criticism, berating or demeaning the volunteer demonstrates a lack of respect and could be considered harassment in the work environment. For example, there may be two ways to correctly complete a task, your way, and his/her way. If the person chooses to do it his/her way, allow him/her to do so without constant criticism.

Sexual Harassment

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- ◆ Takes many forms and includes any behavior of a sexual nature that could be reasonably perceived as Sexual Harassment.
- ◆ To make someone feel offended, humiliated or intimidated.
- ◆ Affects an individual by unreasonably interfering with the individual's work performance or creates an intimidating, hostile or offensive work environment.
- ◆ Is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964.

Hostile Work Environment - Verbal or Nonverbal Behavior

A Hostile Work Environment is created by a supervisor, coworkers, other volunteers, whose behavior, through communication or actions make it difficult or impossible to complete your volunteer responsibilities. For workplace conduct to be considered difficult or impossible, the harassment must be severe or pervasive. Also, a reasonable person would perceive, as the victim perceives, that the work environment is hostile or offensive.

Examples

- A supervisor who verbally berates you about your age, your religion, your gender, or your race, even if the comments are casual, said with a smile or played as jokes.
- Team members who are subjected to frequent crude jokes or requests for dates from landowners.

Quid-Pro-Quo

In a "Quid Pro Quo" sexual harassment situation, the harasser is usually a person who is in a position of power (i.e., supervisor, manager). The victim is usually a person who feels s/he must respond to the sexual advance to gain something in return. It's not necessary for the victim to respond or act upon the sexual advance for the sexual harassment offense to apply.

Examples

- A supervisor coerces a volunteer into a sexual relationship and then rewards the volunteer with preferential assignments.
- A supervisor takes disciplinary action or denies an opportunity for a volunteer because s/he rejected sexual advance(s) from the supervisor.
- A supervisor's decisions or work assignments, expectations, opportunities, benefits, etc., are based on the employee's willingness to grant or deny sexual favors.

Harassment by Individuals (*outside the organization*)

Sexual Harassment can be experienced by and to individuals outside of the organization. Volunteers, who are representing the American Tree Farm System are protected from any form of harassment from individuals outside the organization.

Also, ATFS volunteers are representing the AFTS mission and vision, and have a responsibility to behave in a respectful and ethical behavior when interacting with landowners, clients, and other volunteers.

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Sexual Harassment: True or False?

Slides 17 and 18

1. **Title VII of the Civil Rights Act prohibits harassment based on sexual orientation. (True)**

The United States Supreme Court issued the key decision in 1989 when it concluded that Title VII's prohibition on sex discrimination also protects employees who do not identify with typical gender stereotypes.

2. **To qualify as sexual harassment, the parties involved have to be of the opposite sex. (False)**

Anyone can harass anyone. Sexual Harassment can occur between males, females and/or males and females.

3. **Sexual advances made outside the workplace maybe be considered in determining whether or not harassment has occurred. (True)**

The law does not typically limit the place and time where the harassment can occur. In fact, if the harassing activity can be shown to be related to the volunteer or employment relationship, even if it took place beyond the workplace and normal work hours, it could be grounds for a sexual harassment claim.

4. **When a person reports or participates in someone else's report of harassment, he or she is protected from any form of retaliation. (True)**

Not only is sexual harassment against the law, so is retaliating (punishing) someone for complaining about sexual harassment or for supporting or participating in an investigation (or other legal action) related to sexual harassment.

5. **If an employee or volunteer displays a suggestive photo in their work area, and another employee or volunteer finds it but does not complain, the display itself may constitute sexual harassment. (True)**

*If a tree falls in the woods, and no one hears it, did it fall? It did.
If a suggestive photo is inappropriate by the "Reasonable Person Standard," then it is considered inappropriate whether or not anyone complained about it.*

If someone makes an inappropriate remark and shows suggestive photos to you, another volunteer, landowner, etc., speak up and remind them that their behavior is inappropriate and disrespectful and it does not reflect the ATFS brand.

6. **Forwarding sexual jokes through e-mail would not be considered harassment, as long as you only send them to people you know won't be offended. (False)**

Sharing any sexual information in any way can be harassment. Also, when you forward an e-mail to one person, you have no control on to whom and to where your e-mail may be forwarded and how many people may view this, some who may be offended.

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Sexual Harassment: Yes or No?

Slides 19 and 20

1. People who dress in sexually attractive manner are asking for sexual comments.

(No)

The person who is dressing in a sexually attractive manner may be a client, landowner, partner or volunteer. Regardless of who it is, it is important for you to keep focused on our job and your appropriate behavior. Provocation is not an excuse for anyone to respond in a harassing or harmful manner.

2. You see one volunteer give another a friendly hug.

(No)

Providing a hug in our society is considered normal and customary. The hug should be minimum in duration and touch the person only in appropriate places. Forceful, unwelcome and prolonged hugs, which make the other person feel uncomfortable or those viewing it may be considered harassment.

If you do not like to be hugged by someone or anyone, you should apprise the person(s). If after receiving this information, s/he continues to make an effort to hug you, remind the person that you do not want to be touched/hugged. If the person's behavior/attempts continue and/or are persistent, report this harassing behavior immediately to the Director of ATFS.

3. The organization is responsible for the inappropriate behavior you may receive from landowners and other individual external to the organization.

(Yes)

ATFS is committed to providing a respectful and safe environment for all. The Volunteer No Harassment Policy enforces a policy of zero tolerance of any kind by anyone to anyone.

4. Only your alleged harasser's intent matters, not how you perceived the behavior.

(No)

Harassment is based on the perception of the person who is receiving the behavior, and if a reasonable group of people would also perceive the behavior as harassment. It is not whether the person demonstrating the behavior intended or did not intend to harass.

5. You have an obligation to inform someone if you are offended by the behavior.

(Yes)

It is important to share any experience and/or perception of harassment with the Director of ATFS as soon as possible. You may believe that this experience only impacts you and/or that the individual's behavior is an isolated incident.

Often time, those who are harassing one person are also harassing others. If this behavior is not reported and goes unchecked, this person will continue to create a hostile work environment within ATFS and with its partners, landowners and others. There is zero tolerance for harassment in the ATFS environment.

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Scenarios: What Would You Do

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Volunteer workplace scenarios have been created to provide you and opportunity to consider what you would do in the following harassment and sexual harassment situations.

Scenario #1 Gender Differences

Scenario #2 Race/Cultural Sensitivity

Scenario #3 Generational Gap

Scenario #4 Value and Lifestyle Differences

Respect in the Environment

Scenario #1: Gender Differences

Slides 22 and 23

Katie, one of our State's best inspectors and a forester with 20+ years of experience in the woods recently went to visit a landowner whose family has been tree farmers for generations.

Katie first worked with the father of the family, Frank, who is now in the process of passing the baton on to his son. Katie has enjoyed her interactions with Frank over the years and is sad to see him step down.

She is planning on meeting with the Frank's son today to conduct a re-inspection. Once Katie arrives, Frank's son starts making remarks about how he can't imagine how a woman could be a good forester and how could the local ATFS program have sent a female to do a man's job. Katie is feeling really uncomfortable and unsafe at this point.

Is this harassment? If so why?

What should Katie do?

Response

- Yes, this is harassment.
Women and men are to be treated as equals in the environment, regardless of their sex.
- Avoid debating and/or discussing the son's perception of the competency of female foresters.
- Engage both Frank and his son in a professional manner, demonstrating her knowledge, skills, and expertise as a Forester.
- Document the incident and report to the Director of AFTS.

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Scenario #2: Race/Cultural Sensitivity

Slides 24 and 25

Our local Tree Farm Committee hosts a Field Day every year where we all pitch in and bring in a lot of local partners as well industry partners. We invite all of our landowners and much of the community as well.

It is a fun event, but it also serves a purpose for us to showcase the hard work our committee has done and to continue building positive relationships with our partners who often support us through money and supplies.

This year, I was disappointed because one of our members of the state committee started talking with a representative from a key partner organization and started telling racial and ethnic jokes, one after another.

In addition to myself feeling uncomfortable, I noticed that the key partner representative was getting more and more uncomfortable.

Is this harassment? Why?

What should be my response be?

Responses

- Yes, this is harassment and unprofessional.
- Sharing racial, ethnic and any jokes based on distinguishing characteristics and/or protected class is harassment and illegal.
- These actions create an uncomfortable, hostile environment, which is harassment.

What should my response be?

- Stop the committee member's conversation immediately and gently redirect the conversation to professional topics.
- When appropriate, pull the committee member aside and share that his/her conversation made others feel uncomfortable and is a negative reflection of ATFS.
- Document the incident and report to the Director of ATFS.

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Scenario #3: Generational Gap

Slides 26 and 27

Our Tree Farm Committee has been working hard to recruit new members. However, we are struggling with building a cohesive team.

I have some concern with two new younger inspectors who have a lot of great ideas and energy. I am worried because one of our long-standing committee members that many of us have great respect for is getting along in years. He has to use a cane to get around and recently began having difficulty hearing. He tells the same stories repeatedly.

The two new inspectors regularly make fun and laugh at him and often roll their eyes and do not show respect.

Is this harassment? Why?

What should the committee member do?

Is this Harassment?

- Yes, this is harassment.
- All individuals should be respected and their contribution values regardless of their age, abilities and/or limitations.

What should the committee member do?

- Work with others to set standards for respectful engagement by all.
- Provide insight on the value that each member provides, including:
 - Long-term volunteers have perspective, experience, and understanding of the systems, procedures and best practices.
 - New, younger members bring new ideas, fresh perspective, and positive change.
- Engage and leverage, continually the contributions and ideas of all committee members.
- Document the incident and report to the Director of ATFS.

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Scenario #4: Value and Life Style Differences

Slides 28 and 29

Josh is a new inspector with our state program. He just graduated from school and started a job with our local forestry division. He is excited to get out into the woods and learn from one of our seasoned inspectors, Tyler, who has supported ATFS for over 20 years.

They meet up at a tree farm to walk the woods together with the landowner and Josh will have the opportunity to shadow Tyler. Josh's enthusiasm starts to wane when Tyler starts talking about how the landowner is not one of his favorites because he is a 'tree hugger' and a 'hippie' who does not want to cut trees and only wants to host yoga seminars on his property.

Who cares about the wood thrush he says. Josh becomes uncomfortable as this conversation continues as they are waiting for the landowner to arrive.

Is this harassment, Why?

What should Josh do?

Is this Harassment?

- Yes, this is harassment within ATFS. Employees and volunteers are expected to always treat each other and clients with professional respect.
- ATFS's standards for respect in the environment exceed the legal threshold of respect for the protected classes.

What should Josh do?

- Inform Tyler that the property owner has the right to manage his property as he believes best.
- Explain to Tyler that his perceptions are based on broad stereotypes, and he (Josh) intends to get to know the landowner as an individual.
- Document the incident and report to the Director of ATFS.

Maintain Respectful and Safe Environment

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Consider this a process to use each time you meet a new person, engage in a different experience or have change in the environment.

Knowledge

- Avoid stereotypes
- Have facts and information

We make many assumptions about individuals based on distinguishing characteristics, which impede our ability to gain knowledge. We need to look outside the scope of our stereotypes. Take the time to ask questions, gain the facts and information to know each individual. No two individuals are exactly alike when considering their background, interest, beliefs, education, and experiences.

Understanding

- Awareness of differences
- Communicate empathy

With knowledge, we begin to have a better understanding of others perceptions, thought processes and decision making. With empathy, we can place ourselves in another's position and can communicate with a better understanding of his/her frame of reference.

Acceptance

- Have tolerance for differences
- Demonstrate respect for all

With understanding, we can begin to accept the differences among us and respect the rights of others to have a difference of opinion and/or perception. The key becomes with this acceptance, and tolerance, we can move forward from demonstrating harassing behavior to respectful behavior.

Behavior

- Develop self-awareness
- Develop stronger communication skills

With acceptance, we can see a change in our own behavior on how we perceive and approach individuals in the future. We develop stronger communication skills because we take the time to ask questions and get the facts.

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ATFS: Reporting Harassment

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Any actions that may violate AFF's No Harassment Policy should be immediately reported, no matter how slight the actions may seem.

Due to the very serious nature of harassment, discrimination, and retaliation, you must report your concerns to one of the individuals listed below:

Discuss any concern with the:

Director of ATFS (202) 765-3529
2000 M St, NW, Suite 550
Washington, DC 20036

2. If you are not satisfied after you speak with the Director of ATFS, or if you feel that you cannot speak to the Director of ATFS, discuss your concern with:

Director of Human Resources (202) 765-3561
2000 M St, NW, Suite 550
Washington, DC 20036

ATFS Policy: Investigating Claims

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- AFF will investigate the report and then take prompt, appropriate remedial action, per relevant AFF policies or processes.
- This process ensures the validity and details of that claim are fully investigated and fair and due process.
- All investigations, discussions, and meetings will be held in confidence and shared only on a "need to know" basis.
- The complainant will be notified of what action will be taken if any.
- Revocation of participation in ATFS will result from investigations finding evidence of harassment in any form.

ATFS Policy: Role, Responsibility and Summary

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You have a role and responsibility in maintaining a respectful environment for all.

- Respect your co-workers' rights to their dignity and their jobs.
- Value and leverage the differences in others.
- Modify communication and behavior based on individual differences, for fair, equitable and inclusive engagement.
- Prevent and protect all volunteers from discrimination and harassment.

Summary

- ATFS has an inclusive and thriving environment where each volunteer can do his or her best work.
- All volunteers have a right to work in an environment free from discrimination and harassment.
- All volunteers have a responsibility to demonstrate respect to each other, clients, vendors and any other stakeholder of the business.
- All volunteers have a right to work in an environment free from discrimination and harassment.

Quotes for Consideration

Slide 35

“Self-respect by definition is a confidence and pride in knowing that your behavior is both honorable and dignified. Respect yourself by respecting others.”

- Miya Yamanouchi

“Creating and managing an inclusive and diverse workforce is a process, not a destination.”

- R. Roosevelt Thomas, Jr.

“The achievements of an organization are the combined effort of each individual.”

- Vince Lombardi

“Coming together is a beginning. Keeping together is progress. Working together is success.”

- Henry Ford