

Note - Items in red and grey were not spoken, these are guideposts in handout; comments in blue are direction notes.

Welcome to the Respect in the Environment webinar. My name is Mary Davis, Sr. Consultant and Facilitator for impactHR.

This presentation has been designed to increase your awareness and understanding, of the expectations for respectful behaviors within the American Tree Farm System Network.

Slide #2 *Our Objectives*

We will begin by focusing on how to maintain a respectful environment, by understanding and appreciating each others' distinguishing characteristics.

Understanding when and what behaviors are reasonably perceived as harassment and sexual harassment will be discussed and examples provided.

Knowing how to differentiate between harassment and courteous friendly behavior is a valuable tool which we will explore through case scenarios.

You will be provided with the steps you should take if you see, hear and/or experience harassment according to the American Tree Farm System's Policies and Procedures.

Slide 3

The American Forest Foundation's Mission is focused on the sustainability of America's family forests for present and future generations.

Slide 4

This mission is achieved by great volunteers effectively working together, across generations, with landowners, foresters, partners, and the community, by continually demonstrating respect for each other's contributions.

Slide 5

Each of you are passionate and committed to this cause. The American Forest Foundation (AFF) is equally committed to ensuring a safe and professional environment for all of its stakeholders. Therefore, the Foundation maintains and enforces a policy of zero tolerance for any type of harassment.

Slide 6

Harassment is unwelcome conduct that is based on distinguishing characteristics which define how we are similar and different from each other. This includes Race, Color, Religion, Creed, National Origin, Sex and any other category which is protected under federal, state or local laws.

These distinguishing characteristics are the fabric of diversity. Diversity within an organization should be valued for the different perspectives, ideas and creativity that it offers. Diversity should be leveraged to strengthen and expand the capability of the organization.

It is very important for you to support and protect this diversity by fostering an environment of equality and mutual respect for all within ATFS.

Slide 7

Harassment is discrimination

It can be verbal, non verbal, visual or physical

It is unwelcome, humiliating, threatening, intimidating or offensive behavior

Slide 8

Harassment may be demonstrated in 4 ways

Verbal

Examples of verbal harassment include making comments about

- an individual's skin color or other racial/ethnic characteristics
- It may be sharing derogatory comments about an individual's religious beliefs, age or ancestry.

Harassment is also

- Teasing, ridiculing or demeaning someone for the way he or she does things.
- * It can also be excessive yelling, using harsh language or spreading rumors about someone

NonVerbal Harassment

Includes shunning or ostracizing the individual, making derogatory or suggestive gestures.

Written

- * Harassment may be written, with comments expressed through e-mails, social media posts, and letters.

Physical

Hitting, pushing and invading personal space, are all examples of physical harassment.

These types of comments and behaviors, whether expressed verbally, nonverbally, written, or physical are not related to volunteer work and do not contribute to a respectful environment.

Each Volunteer should promote respectful behaviors by:

- Using supportive, and encouraging language in all interactions.
- Respect each other as adults and trust each other's ideas and decision-making abilities.
- Approach conflict with maturity and a true desire for resolution, rather than as a opportunity to belittle a co-worker.
- Maintain a positive attitude and professionalism, even when you are having a bad day.

Slide 9

Harassment which has sexual connotations or overtones, is considered Sexual Harassment. This includes, but is not limited to:

- Verbal:* offensive sexual remarks
- Nonverbal:* offensive pictures, drawings, photographs
- Written:* written communications,
- Physical* and inappropriate touching and hugging.

Slide 10:

Harassment may occur in a variety of circumstances

- The harasser may be either male or female.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.

Slide 11

Intention vs. Perception

We often hear the excuse "I didn't mean it that way, I did not mean to offend, my impression is,..."

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

and if

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

When a majority of the people have the same perception and understanding, it is a good benchmark for determining whether or not the behavior was harassment

A good benchmark for an individual is, when in doubt don't engage in the behavior.

Slide 12 summarizes and provides additional examples of Harassment, which will not be tolerated in the American Tree Farm System Network.

This includes any type of degradation, demeaning and sexual behavior,

Is This Harassment?

On Slide 13

Take a moment to consider the following questions and if these behaviors demonstrate harassment. (state each questions first)

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

(Response - start here)

Slide 14

(Response - start here)

#1 Yes, A landowner or vendor who gives you a cartoon with a racially derogatory caption, is demonstrating harassing behavior.

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’s behavior may change. Also, as with every incident of harassment, report this to the Director of ATFS.

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

(Response - start here)

#2 Yes, 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 respectful environment culture.

3. You provide another volunteer on a regular basis, criticism about their work performance.

(Response - start here)

#3 - This may or may not be a harassing 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, however, demonstrates a lack of respect and could be considered harassment in the environment.

Slide 15: Sexual Harassment

Sexual Harassment is:

- ◆ Is uninvited/unwelcome behavior of sexual nature toward another person.
- ◆ It can take many forms and include any behavior of a sexual nature that could be reasonably perceived as harassing.
- ◆ Sexual Harassment affects an individual by unreasonably interfering with the individual's work performance or creates an intimidating, hostile or offensive work environment.
- ◆ It is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964.

Slide 16: There are three categories of Sexual Harassment

Hostile Work Environment

A Hostile Work Environment is created by a supervisor, coworkers and/or 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 should perceive, as the victim perceives, that the work environment is hostile or offensive.

Examples of a Hostile Work Environment include

- A supervisor who verbally berates you about your age, religion, gender, or race, even if the comments are made casually, said with a smile or played off as a joke.
- Team members who are subjected to frequent crude jokes or requests for dates from landowners are also experiencing a hostile work environment.

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 she/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.

Quid Pro Quo *Examples include:*

- A supervisor who coerces a volunteer into a sexual relationship and then rewards the volunteer with preferential assignments.
- A supervisor who takes disciplinary action or denies an opportunity for a volunteer because he or she rejected sexual advance(s) from the supervisor.

Harassment by Individuals (outside the organization)

Sexual Harassment can also 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 its mission and vision, and have a responsibility to behave in a respectful and ethical behavior when interacting with landowners, clients, and other volunteers.

On Slide 17 -Take a few moments to consider if the following questions are true or false. (Read all Questions)

Slide 18 -

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

#1 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)

#2 False - Anyone can harass anyone.

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

#3 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 even if it took place outside the ATFS environment , 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)

#4 - True Not only is sexual harassment against the law, so is retaliating or

punishing someone for complaining about sexual harassment or for supporting and 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)

#5 - 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, speak up and remind them that their behavior is inappropriate and disrespectful and it does not reflect ATFS values.

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)

#6 - 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 over to whom and to where your e-mail may be forwarded and how many people may view this, some who may be offended.

Slide 19

Take a few moments to consider the following statements and are these examples of Sexual Harassment. (Read Question Only)

1. People who dress in sexually attractive manner are asking for sexual comments. (No) (do not repeat question)

Slide 20

#1 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 your 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) Do not repeats question
#2 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, he or she continue to make an effort to hug you, remind the person that you do not want to be touched or 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) Do not repeat question

#3 *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 type of harassment by anyone to anyone.*

4. Only your alleged harasser's intent matters, not how you perceived the behavior.
(No) Do not repeat question

#4. *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) Do not repeat question

#5 *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 times, 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 which has a zero tolerance for harassment in the environment.

Slide 21 lists 4 volunteer workplace scenarios which 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 and

Scenario #4 Value and Lifestyle Differences

This powerpoint presentation outlines for you the participants and challenges of each scenario. I will share with you in this presentation, the entire scenario.

Slide 22:

#1 Gender Differences

In our first Scenario, 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 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 very uncomfortable and unsafe at this point.

Slides 23:

- **Is this Harassment?**
- Yes, this is harassment.
Women and men are to be treated as equals in the environment, regardless of their sex.

If you find yourself in a similar situation:

- Avoid debating and/or discussing the son's perception of the competency of female foresters.
- Engage both the landowner and his son in a professional manner, demonstrating your knowledge, skills, and expertise.
- Document the incident and report it to the Director of ATFS

Slide 24

#2 Race and Cultural Sensitivity

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 also getting more and more uncomfortable.

Slide 25

- **Is this Harassment?**
- 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.

How should you respond?

- 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 it to the Director of ATFS.

Slide 26:

#3: Generational Gap

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.

Slides 27

- **Is this Harassment**
- Yes, this is harassment.
- All individuals should be respected and their contributions valued 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

Slide 28

Scenario #4: Value and Life Style Differences

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

Tyler, one of our seasoned inspectors, 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 while they wait for the landowner to arrive.

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.
- Josh should document the incident and report it to the Director of ATFS.

Slide 30

How you can manage and maintain a respectful and safe and work environment for all. begins with

Knowledge

- Avoid stereotypes
- and 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
- and ability to 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

- Having tolerance for differences
- and demonstrating 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.

Behavior

- Develop self-awareness
- Develop stronger communication skills

With acceptance, and tolerance, we can move forward from demonstrating harassing behavior to respectful behavior.

Consider these 4 actions as separate steps to take each time you meet a new person, engage in a different experience or have a change in the environment. This is not a checklist, or a one and done, it is a continual process of managing respectful behavior.

Slide 31

If you See, Hear or Experience Harassment Take Action

- Say no clearly
- Document the harassment
- Report Immediately;

Any actions that may violate AFF's No Harassment Policy no matter how slight the actions may seem.

- Know also that you are protected from retaliation for making this report.

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

1. Discuss any concern first 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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- The American Forest Foundation will investigate the report and then take prompt, appropriate remedial action, per relevant AFF policies and processes.
- This process ensures the validity and details of the claim are fully investigated and follows a 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

Slide 34

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

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

As we conclude this webinar, and In Summary, know that:

- 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.
- All volunteers have a right to work in an environment free from discrimination and harassment.

Slide 35 Provides inspiring quotes on an inclusive, diverse and respectful environments.

Individually and collectively, the Volunteers of the American Tree Farm System play an important role in nurturing, maintaining and sustaining respect in the environment. It is your right to have this respectful environment and it is your responsibility to continually contribute to it.

Thank-you for your participation in this webinar. We will now open this to questions.

“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*