

## **American Tree Farm System 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 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 ATFS program and any actions taken during ATFS activities.

### What is Harassment?

The term "harassment," as used in this policy, includes but is not limited to any of the following activities pertaining to an individual's protected class:

- Offensive remarks, comments, jokes, slurs, threats, or verbal conduct.
- Offensive pictures, drawings, photographs, figurines, writings, or other graphic images, conduct, or communications, including text messages, instant messages, websites, voicemails, social media postings, e-mails, faxes, and copies.
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved.
- Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

Examples of items which could be construed as harassment include, but are not limited to:

- 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

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.

### No Harassment Training

AFF will provide training on this policy to individuals participating in ATFS. This training is to be incorporated into the required training for the ATFS Inspecting Foresters.

### Reporting Harassment

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

Individuals will not be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that they believe may violate this policy. AFF absolutely prohibits retaliation, which includes threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy.

If you have any concern that the ATFS No Harassment policy may have been violated by anyone involved in the ATFS program, you must immediately report the matter. Due to the very serious nature of harassment, discrimination and retaliation, please submit a written complaint to either of individuals identified below:

1. Director, ATFS at (202) 480-4038 and 2000 M St, NW, Suite 550, Washington, DC 20036.
2. Vice President, Finance & Administration at (202) 765-3595 and 2000 M St, NW, Suite 550, Washington, DC 20036.

### Investigating Claims

AFF will investigate the report and then take prompt, appropriate remedial action, per relevant AFF policies or processes, including [the ATFS Inspector Compliance Policy](#), which is used for receiving formal harassment claims and addressing them. This process ensures that, in the event that a claim is alleged, the validity and details of that claim are fully investigated, including interviews with the individuals involved and other evidence, as appropriate. This ensures fair and due process, as well as defense against frivolous or negatively motivated claims. All investigations, discussions, and meetings will be held in confidence and shared only on a "need to know" basis to protect the interests of parties associated with the allegations. 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.