

## **New Mexico Jazz Workshop.**

### **HARASSMENT POLICY**

New Mexico Jazz Workshop, its Board, affiliates, committees, task groups, and personnel, both paid and volunteer, will not discriminate against any person in any of its activities in regard to race, ethnicity, national origin, gender, sexual orientation, religion, marital status, age, or disability.

It is the policy of New Mexico Jazz Workshop that unlawful harassment will not be tolerated. All personnel, both paid and volunteer, are responsible for ensuring that the workplace is free from unlawful harassment.

#### Definition

It is illegal to harass an employee because of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.

It is also illegal to harass someone because they have complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Harassment can take the form of slurs, graffiti, offensive or derogatory comments, or other verbal or physical conduct. Sexual harassment (including unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature) is also unlawful. Although the law does not prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal if it is so frequent or severe that it creates a hostile or offensive work environment or if it results in an adverse employment decision (such as the victim being fired or demoted).

The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

Harassment outside of the workplace may also be illegal if there is a link with the workplace. For example, if a supervisor harasses an employee while driving the employee to a meeting.

*[U.S. Equal Employment Opportunity Commission at [www.eeoc.gov/laws/practices/index.cfm#harassment](http://www.eeoc.gov/laws/practices/index.cfm#harassment)]*

#### Procedure

Any person who has a complaint should first, if feasible, clearly inform the harasser that his/her behavior is offensive or unwelcome and request that the behavior stop. If the behavior continues, the person must immediately inform the library director. If the matter is not satisfactorily resolved the matter should then be brought to the board Chair's attention.

If an investigation of the reported incident supports the charges of harassment, disciplinary action will be taken.