

WSCAI Attendee Anti-Harassment Policy

Adapted from CAI's Anti-Harassment Policy

Objective

Washington State Chapter of Community Associations Institute ("WSCAI") is committed to providing a professional environment that is free from harassment and discrimination in which all individuals, including without limitation employees, members, and volunteers, are treated with respect and dignity. Each individual has the right to work in a professional atmosphere free from unlawful harassment, discrimination, and retaliation.

This policy applies to conduct by employees, members, and volunteers of WSCAI, including board, committee and task force members, and applies to complaints of harassment that involve employees, members, and volunteers of WSCAI at all WSCAI events including, without limitation, board, committee and task force meetings, conferences, and all other WSCAI programs and events.

In order to provide all participants at events, including members and other attendees, speakers, exhibitors, sponsors, employees, and volunteers, the opportunity to interact professionally and benefit from the event, WSCAI is committed to providing a safe and productive environment free of discrimination, hostility, harassment, and retaliation based on race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, or any other characteristic protected by law.

WSCAI has a zero-tolerance policy for discrimination, harassment, and retaliation and is committed to enforcing this policy at all WSCAI events.

Equal Opportunity

It is WSCAI's policy to ensure equal opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, or any other characteristic protected by law. WSCAI prohibits all such discrimination and harassment.

Harassment Defined

Harassment on the basis of any protected characteristic is strictly prohibited. Harassment includes verbal, written, or physical conduct that denigrates or shows hostility toward an individual on the basis of any of the above listed protected factors and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive environment; (2) has the purpose or effect of interfering with an individual's performance or ability to participate in WSCAI events; or (3) otherwise affects an individual's ability to participate in WSCAI events and activities.

Harassing conduct includes epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes, offensive texts, and emails.

Sexual harassment means any unwelcome conduct, comment, gesture, or contact of a sexual nature, whether on a one-time basis or in a continuous series of incidents that might reasonably be expected to offend, embarrass, or offend an individual. Sexual harassment also includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical unwelcome conduct.

Prohibited Conduct

As a professional organization, WSCAI is committed to diversity, equity, professional treatment of ideas, and respectful treatment of all members, volunteers, employees and others at all WSCAI events. WSCAI seeks to provide a professional atmosphere in which diverse participants may learn, network, and participate in an environment of mutual respect. Conduct that is prohibited includes:

- Harassment or intimidation based on race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, or any other characteristic protected by law
- Sexual harassment or intimidation, including unwelcome sexual attention, stalking, or unsolicited physical contact
- Harassment, intimidation, or coercion based upon a position as a board member, committee member or any position of influence
- Abusive, lewd, or threatening conduct
- Bullying, harassment or unprofessional conduct toward employees, volunteers, members, or other participants at WSCAI events
- Physical violence or threats of violence
- Sexually charged communications or conduct

Reporting Acts of Discrimination, Harassment or Retaliation

WSCAI cannot take action to stop conduct if it does not know of the conduct. WSCAI encourages reporting of all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe they have been the victim of such conduct should report their concerns to WSCAI's Executive Director or Chapter President. In addition, WSCAI encourages individuals to advise the offender that his or her conduct is unwelcome and to request that it be discontinued, if they feel comfortable so doing.

WSCAI encourages the prompt reporting of complaints of concerns so that immediate action can be taken, if appropriate. An individual making a complaint may be asked to put the complaint in writing.

In the event that an individual feels that his or her physical safety is in jeopardy, WSCAI encourages the individual to contact the appropriate law enforcement agency to make a report.

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved as well as witnesses to the conduct.

WSCAI will maintain confidentiality to the extent consistent with appropriate investigation and corrective action.

If it is determined that an individual has engaged in prohibited conduct, WSCAI shall determine the appropriate action to be taken, which may include, but is not limited to:

- Private reprimand
- Expulsion from the WSCAI event without warning or refund
- Implementation of conditions upon attendance at future WSCAI events
- Removal of the individual as a board, task force, or committee member
- Restriction from attendance at future WSCAI events
- Recommendation to CAI for revocation of membership

Retaliation

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation and is strictly prohibited. Acts of retaliation should be reported immediately and will be promptly addressed.

National CAI Anti-Harassment Policy

This policy (WSCAI Policy) is modeled after the CAI Anti-Harassment Policy (CAI Policy) adopted by the CAI Board of Trustees in September 2018. This WSCAI Policy is intended to supplement rather than supersede the CAI Policy, to the extent that the CAI Policy applies to any prohibited conduct described in this WSCAI Policy.

Adopted by WSCAI's 2022 Board of Directors on Sept 14, 2022