



Grand Aerie Fraternal Order of Eagles

Office of the
Grand Worthy President

August 9, 2011

To All Aerie Secretary

My Brothers,

The attached "FRATERNAL ORDER OF EAGLES POLICY AGAINST SEXUAL AND OTHER HARASSMENT" is to be completed, read during your regular meeting, acknowledged within the minutes of the meeting, and posted within the Aerie where it can be viewed by the membership.

Thanking you in advance for complying with the above request, I am

Fraternally,

Terry Mason, Assistant to
Melvin L. Fry, Grand Worthy President

TM/lmb
Enclosure

FRATERNAL ORDER OF EAGLES POLICY AGAINST SEXUAL AND OTHER HARASSMENT

GENERAL

Fraternal Order of Eagles Aerie No. 871 is committed to maintaining a work environment that is free of discrimination and harassment based on a person's sex, race, color, age, religion, disability, ancestry, or national origin, consistent with applicable laws.

All employees should respect the rights, opinions, and beliefs of others. Harassment of any person because of sex, race, color, age, religion, disability, ancestry, or national origin is strictly prohibited, whether directed at an employee, vendor, or customer. Any such harassment is prohibited by this policy whether or not it also violates the equal employment opportunity laws. This policy applies to all employees, officers, and directors of Fraternal Order of Eagles Aerie No. 871, up to and including its President and Board of Trustees.

SEXUAL HARASSMENT

No one may threaten or imply that an employee's submission to or rejection of sexual advances will in any way influence any decision about that employee's employment, advancement, duties, compensation, or other terms or conditions of employment. No one may take any personnel action based on an employee's submission to or rejection of sexual advances.

No one may subject another employee to any unwelcome conduct of a sexual nature. This includes both unwelcome physical conduct, such as touching, blocking, staring, making sexual gestures, and making or displaying sexual drawings or photographs, and unwelcome verbal conduct, such as sexual propositions, slurs, insults, jokes, and other sexual comments. An employee's conduct will be considered unwelcome and in violation of this policy when the employee knows or should know it is unwelcome to the person subjected to it.

OTHER HARASSMENT

No one may harass anyone because of that person's race, color, age, religion, ancestry, or national origin. Examples of conduct prohibited by this policy include using racial and ethnic slurs or offensive stereotypes and making jokes about these characteristics.

MAKING COMPLAINTS AND REPORTING VIOLATIONS

If you are the victim of harassment, you are requested and encouraged to make a complaint to Fraternal Order of Eagles Aerie No. 871. You are not required to complain first to the person who is harassing you. If you prefer, you may complain directly to the President and/or the Board of Trustees. Similarly, if you observe harassment of another employee, you are requested and encouraged to report this to one of the persons described above. No reprisal, retaliation, or other adverse action will be taken against any employee for making in good faith a complaint or report of harassment, or for assisting in good faith in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons described above.

INVESTIGATION OF COMPLAINTS AND REPORTS

Fraternal Order of Eagles Aerie No. 871 Board of Trustees will promptly and thoroughly investigate any complaint or report of a violation of this policy. The investigation shall be completed within 30 days of the complaint. You may at any time ask the person you complained or reported to about the status of the investigation.

PENALTIES FOR VIOLATIONS

Fraternal Order of Eagles No. 871 Board of Trustees will take prompt disciplinary and remedial action if its investigation shows a violation of this policy. Depending on the circumstances, the disciplinary action may range from a warning to a discharge of an employee, or the filing of charges (Complaint) under Section 63, Statutes.

A complaint or report that this policy has been violated is a serious matter. Dishonest complaints or reports are also against our policy, and Fraternal Order of Eagles Aerie No. 871 Board of Trustees will take appropriate disciplinary action if its investigation shows that deliberately dishonest and bad faith accusations have been made.

ADDITIONAL INFORMATION

If you have any questions about this policy, please contact the President or Board of Trustees for additional information. If you have other questions or concerns about discrimination or harassment, you may ask the President or Board of Trustees or contact the local office of the Equal Employment Opportunity Commission.

9/30/2011
DATE NOTICE WAS POSTED