

East Side Alano Club of Madison, Inc.

Harassment Policy

This defines the harassment policy of the East Side Alano Club of Madison, Inc. (hereinafter, ESAC). The policy is intended that members, guests and visitors are assured of an environment of mutual trust and respect in which to practice and sustain their recoveries.

This policy will be placed in the caretaker's handbook and will be provided to all current and future Board members.

I. Definitions:

A. Harassment is the persistent and unwelcome conduct or actions on the basis of race, color, creed, ancestry, national origin, age (40 and over), disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve or is expressly prohibited under this policy. Harassment on any of these bases is illegal under Section 111.31-111.39 Wisconsin Statutes. Harassment includes;

1. Submission to explicit or implicit conduct; or
2. Submission to or rejection of such conduct or
3. The conduct creates an intimidating, hostile or offensive environment.

B. Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact, unwelcome verbal or physical conduct of a sexual nature, or the display of offensive sexually graphic materials.

II. Recognizing Harassment

A. Harassment may be subtle, manipulative and is not always evident. It does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and is personally offensive. All forms of gender harassment are covered. Sexual harassment may occur between men and women, men and men or women and women.

1. Verbal examples include, but are not limited to:
 - a. Jokes, insults and innuendoes about or to protected classes or degrading sexual remarks; or
 - b. referring to someone by degrading or overly familiar terms; or
 - c. whistling or cat calls; or
 - d. comments on a person's *physique or life style*; or
 - e. pressure for sexual favors.
2. Nonverbal examples include, but are not limited to:
 - a. Unwanted gestures, staring, touching, hugging, patting; or
 - b. Blocking a person's movement, standing too closely, brushing against a person's body; or
 - c. Display of sexually suggestive or degrading pictures, racist or other derogatory cartoons or drawings.

II. Grievance Procedure

A. Any member, guest or visitor who believes he or she is being harassed, or anyone who becomes aware of harassment, should promptly notify or a member of the Board of Directors.