



THE COLLEGE ON PROBLEMS OF DRUG DEPENDENCE, INC.

Sexual and Other Unlawful Harassment Policy

Purpose of Policy

The College on Problems of Drug Dependence (CPDD) is committed to a work environment in which all individuals are treated with respect. CPDD expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, national origin, age, disability, military or veteran status, or status in any group protected by state or local law.

Definition of Harassment

Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors.
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcomed physical interaction • Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages • Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal sexual advances or propositions
- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Abusive or malicious conduct that a reasonable person would find hostile or offensive
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the CPDD

The above-described conduct will be considered in violation of CPDD's policy even if the conduct was not intended to sexually harass an individual.

Harassment on the basis of any other protected characteristic is also strictly prohibited.

Reporting Procedure

CPDD strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If an employee believes he or she has experienced or witnessed harassment or discrimination based on sex, race,

national origin, disability, or another factor, they should promptly report the incident to their supervisor. If they believe it would be inappropriate to discuss the matter with their supervisor, they may bypass their supervisor and report it directly to either:

1. The Executive Office: info@cpdd.org
2. The Current President of CPDD (as available on the CPDD website).

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially. Employees will be required to cooperate in any investigation. CPDD will investigate any allegations of harassment or other inappropriate conduct, even when the complaining employee later decides not to pursue the matter.

Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to immediate and appropriate disciplinary action, up to and including termination of employment. An employee determined to be harassing another person may be held personally liable for his or her actions.

Employees not satisfied with the outcome of the investigation should bring the matter to the attention of the current CPDD President, the immediate CPDD Past-President, and/or the CPDD President-Elect, for resolution.

Retaliation Prohibited

CPDD expressly prohibits retaliation against any individual who reports discrimination or harassment, or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.