



# **New Jersey Bonner AmeriCorps Program Contract Amendment: Non-Harassment Guidelines 2013-2014**



## **NON-HARASSMENT GUIDELINES**

It is the policy of the New Jersey Bonner AmeriCorps Program to provide a service environment free from sexual, racial, national origin, or religious harassment. Such harassment is unacceptable and will not be tolerated.

### **SEXUAL HARASSMENT:**

*Unwelcome* sexual advances, requests for sexual favors or any verbal, physical or graphic conduct of a sexual nature constitute sexual harassment when:

- Submission is explicitly or implicitly a term or condition of employment or service;
- Submission or rejection is a basis for work or service decisions; or
- The conduct has the purpose or effect of unreasonably interfering with work or service performance or creating an intimidating, hostile or offensive work or service environment.

### **RACIAL, NATIONAL ORIGIN OR RELIGIOUS HARASSMENT:**

Slurs and other verbal or physical conduct relating race, national origin or religion also constitute harassment when that conduct's purpose or effect is to interfere with work or service performance or create an intimidating, hostile, or offensive work or service environment.

### **THE KEY TO HARASSMENT IS THE CONDUCT IS UNWELCOME:**

Sexual harassment includes, but is not limited to, unwelcome conduct such as:

- Explicit or implicit demands for sexual favors in return for service or employment benefits;
- Letters, phone calls, or distribution or display of sexual materials;
- Physical sexual assaults;
- Deliberate touching, leaning over, cornering or pinching;
- Sexually suggestive looks/gestures;
- Pressure for sexual favors or dates; or
- Sexual teasing, jokes, remarks or questions.

The harasser must be told or notified the conduct is unwelcome. Saying “No” or “I’m not interested” is sufficient notification. Notification may be made by the Member, Site Supervisor, Campus Director or the New Jersey Bonner AmeriCorps Program Staff.

**HARASSMENT APPLIES TO CONDUCT:**

- by persons of the same or different races, sexes, religions, or ethnic origins;
- by a Member’s supervisor or a supervisor who does not supervise him or her;
- by the Member, Site Supervisor, Campus Director, New Jersey Bonner AmeriCorps Program Staff, and any employee, volunteer or client of the service site;
- by a non-employee (e.g., client), a co-worker or service member;

Harassing conduct need not be directed at the victim. Conduct directed at another may create an offensive environment for co-workers. Sexual harassment includes giving favorable treatment to those who grant sexual favors.

A man may be the victim of sexual harassment. A woman may be a sexual harasser. The victim and harasser may be of the same sex. No economic loss is required for harassment to exist.

**PROGRAM RESPONSIBILITIES**

The New Jersey Bonner AmeriCorps Program Staff, the Campus Director (if applicable) and the Site Supervisor will take immediate to prevent or stop harassment. The Member should report any instances of harassment to the Site Supervisor, Campus Director (if applicable) and the New Jersey Bonner AmeriCorps Program Staff.

**MEMBER RESPONSIBILITIES**

Members must ensure that their conduct does not subject another person to any form of prohibited harassment. Members should report any instances of harassment to the Site Supervisor, Campus Director (if applicable) and the New Jersey Bonner AmeriCorps Program Staff immediately.

I have read and agree to the terms of this contract amendment.

\_\_\_\_\_  
**Member Name**

\_\_\_\_\_  
**Member Signature** **Date**

\_\_\_\_\_  
**Site Supervisor Signature** **Date**

\_\_\_\_\_  
**Campus Director Signature** **Date**

\_\_\_\_\_  
**Program Staff Signature** **Date**