

**AMERICAN ARABIC BENEVOLENT ASSOCIATION
PO BOX 320037
WEST ROXBURY, MA 02132**

SEXUAL HARASSMENT POLICY

The following policy is hereby adopted this _____ day of _____ 2006, which outlines that the American Arabic Benevolent Association, Inc. and its employees should be able to enjoy a workplace free of discrimination and harassment.

The American Arabic Benevolent Association and any AABA affiliated or controlled companies (hereinafter referred to as "AABA") are subject to this approved Sexual Harassment Policy.

1. Purpose and Scope

1.1 The AABA is committed to providing a workplace free of harassment and discrimination of any kind. Sexual harassment is discriminatory and unlawful. It is inconsistent with a workplace in which individuals are respected, and it is not tolerated at the AABA.

1.2 This policy applies to all employees of the AABA, including temporary and part-time employees. The AABA expects all employees to conduct themselves appropriately and professionally in their roles as representatives of the AABA with all business contacts outside of the organization. The AABA will accept and investigate complaints of harassment by the AABA staff from non-employees with whom the AABA does business.

1.3 The AABA also expects its employees to be treated with similar respect by others. Any employee who feels he/she is being subjected to sexual harassment by a non-employee with whom AABA does business, should notify his/her Supervisor or the Chairperson of the Human Resources Committee as soon as possible.

1.4 This policy is to prevent sexual harassment and offer an employee who believes he/she has experienced harassment a swift and secure means to end it.

2. Applicability

This policy applies to all employees of the AABA and any & all employees of an AABA affiliated and/or AABA controlled company.

3. Policy

3.1 It is the AABA's policy to promote and maintain a working environment for its employees, which is free from sexual harassment. Sexual harassment violates federal and state law, and therefore, the policies of the AABA. Sexual harassment need not be intentional to violate this policy.

3.2 It is difficult to specifically define what kinds of verbal or physical behavior constitutes sexual harassment given the variety of potential situations in which it may occur. The sometimes-subtle nature of sexual harassment and the fact that it may arise from a pattern of behavior rather than a single act cause this difficulty.

3.3 Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature occur when:

- a.** Submission to such conduct is made either explicitly or implicitly, or a term or condition of an individual's employment;
- b.** Submission to or rejection of such conduct by an individual is used as the basis for employment or decisions affecting such individual; and,
- c.** Such conduct has the purpose or effect of substantially interfering with an individual's work or performance or creating an intimidating, hostile, or offensive working environment.

3.4 Examples of sexual harassment include, but are not limited to, the following:

- a.** repeated offensive sexual flirtations, advances, or propositions
- b.** continued or repeated verbal abuse or innuendo of a sexual nature
- c.** uninvited physical contact such as touching, hugging, patting or pinching
- d.** verbal comments of sexual nature about an individual's body or sexual terms used to describe an individual
- e.** display of sexually suggestive objects or pictures
- f.** jokes or remarks of a sexual nature in front of people who find them offensive
- g.** making obscene gestures or suggestive or insulting sounds
- h.** the demand for sexual favors accompanied by an implied or overt threat concerning an individual's employment status or promises of preferential treatment
- i.** indecent exposure

4. Procedures

4.1 The AABA has designated the HR Committee Chairperson, the 2nd Vice President of AABA, as the Grievance Officer and appointed members of the HR Committee as Deputy Grievance Officers, as needed.

4.2 An employee who is concerned that sexual harassment has occurred is encouraged to contact their immediate Supervisor. If the employee is more comfortable doing so, he/she may go directly to the HR Chairperson. In any case, immediately upon notice that sexual harassment may be occurring, said Supervisor shall contact the HR Chairperson.

4.3 Informal Complaint Resolution - Informal complaint resolution is available and individuals are encouraged to speak with the HR Chairperson. He/She will make reasonable efforts to investigate the complaint; such investigation may require disclosure of the allegations to other persons. Because of the current state of employment law and the obligation of the HR Chairperson to all workplace staff, he/she cannot promise to hold any information in confidence. However, he/she will not unnecessarily disclose information. An employee may request an informal investigation in which the HR Chairperson speaks with other parties or the individual about whom the employee has complained. In addition, the employee may request that the HR Chairperson speak with the individual or mediate a face to face meeting between the employees.

4.4 Formal Complaint - Whether or not an individual pursues an informal complaint, an individual may file a formal complaint regarding perceived harassment. The formal complaint should be in writing and should include, at a minimum, a description of any incident(s) which have occurred, the name or name(s) of the individual(s) who have participated in the harassment, the name(s) of any individual(s) who witnessed the incident(s), the date(s) in which the incident(s) occurred, and any other relevant information you want to provide. The formal complaint should be given to the HR Chairperson. He/She will make reasonable efforts to investigate the complaint, which may require disclosure of the allegations to other persons. Because of the current state of employment law and the obligation of the HR Chairperson to all workplace staff, he/she cannot promise to hold any information in confidence. However, he/she will not unnecessarily disclose information in the complaint. When it is found that sexual harassment has occurred, the AABA will appropriately discipline the employee or employees who engaged in sexual harassment.

4.5 There are state and federal agencies that enforce laws against sexual harassment. It is not necessary to have made an internal formal or informal complaint in order to consult or file a complaint with these agencies.

Massachusetts

Equal Employment Opportunity Commission (617) 565-3200

Massachusetts Commission Against Discrimination (617) 727-3990

4.6 Consequences

a. No employee will be reprimanded or punished in any way for initiating a good faith inquiry or complaint.

b. Employees inflicting sexual harassment on others within the workplace will be subject to the full range of internal disciplinary actions including termination of their employment with the AABA.

c. Non-employees found to have inflicted sexual harassment on employees of AABA within the workplace will be referred to the highest level of management within the vendor/contractor hierarchy and/or referred to the appropriate authorities. At a minimum, the specific individual(s) will not be allowed on any property owned, controlled by, or affiliated with the AABA.

Policy Adopted by the American Arabic Benevolent Association, Inc. Board of Directors:

SIGNED:

Kenneth J. Raffol – President

/ /
DATE

Camille Sarrouf, Sr., Esq - Clerk

/ /
DATE

Rosanne Solomon – Recording Secretary

/ /
DATE