

IPA Policy Manual

Chapter 5 – Association Operations (New)

5.18 Sexual Harassment Prohibited

The Association strives to provide an environment free of unwelcome sexual advances, unwelcome requests for sexual favors or other verbal or physical conduct or communications of a sexual nature constituting sexual harassment. “Sexual harassment” is defined as any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature, including, but not limited to, the following:

1. Verbal harassment or abuse;
2. Pressure for sexual activity with sexual or demeaning implications;
3. Repeated remarks with sexual or demeaning implications;
4. Unwelcome and deliberate touching;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats or promises;
6. Inappropriate cornering, patting or pinching;
7. Uninvited comments regarding physical or personality characteristics of a sexual nature;
8. Uninvited and unwelcome “jokes” or “teasing” of a sexual nature;
9. Uninvited and unwelcome letters, texts, social media messages, telephone calls and/or material;
10. Uninvited sexually suggestive looks and gestures; and
11. Rape, sexual assault or the attempt thereof.

Allegations of sexual harassment committed by any member of the Association shall be immediately reported to the Executive Director who shall cause the complaint to be promptly and fully investigated. Findings and determinations of such investigation shall be made in writing.

The Executive Director shall promptly notify members of the Executive Committee of any complaint of sexual harassment and the outcome of the investigation. If, after a full investigation, the Executive Director determines that sexual harassment occurred, he or she shall promptly notify the Board of Directors, which may discipline the Association member who engaged in sexual harassment and/or take any action allowed for by Association policy. The individual who filed a complaint of sexual harassment shall be notified of the outcome of the investigation.

The Association shall not fail to fully investigate a claim of sexual harassment solely because such claim was not promptly reported.

The Association shall not in any way retaliate against an individual who reports alleged sexual harassment or who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint; nor shall the Association permit any employee to do so. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Intentionally making a false report of sexual harassment is a violation of Association policy. The Board of Directors may take appropriate action against an individual who intentionally makes a false report of sexual harassment.

Allegations of sexual harassment brought by an employee of the Association against another employee of the Association shall be reported and investigated in accordance with the IPA's Employee Personnel Manual instead of this policy.

Adopted: _____