

ANTI-HARASSMENT/SEXUAL HARASSMENT PREVENTION POLICY

The SAG-AFTRA Foundation is committed to providing a work environment free of unlawful harassment, sexual harassment, abusive, or other unprofessional conduct. The Foundation's policy prohibits conduct that is abusive or unprofessional as well as harassment based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin (includes language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status, political belief or activity, or any other basis protected by federal, state or local law or ordinance or regulation. It also prohibits harassment, abusive or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. **All such conduct violates the SAG-AFTRA Foundation's policy.**

All employees are required to work in a manner that prevents harassment, sexual harassment, abusive, or other unprofessional conduct in the workplace. This Policy is one component of the Foundation's commitment to a discrimination-free work environment. Harassment, sexual harassment, abusive, or other unprofessional conduct is against the law and all employees have a legal right to a workplace free from harassment, sexual harassment, abusive, or other unprofessional conduct. Employees are urged to report harassment, sexual harassment, abusive, or other unprofessional conduct by filing a complaint internally with the Foundation. Employees can also file a complaint with a government agency or in court under federal, state or local anti-discrimination laws.

1. The SAG-AFTRA Foundation's anti-harassment policy applies to all persons involved in the operation of the Foundation and prohibits harassment, sexual harassment, abusive or unprofessional conduct by any employee of the Foundation, including supervisors, as well as vendors, customers, independent contractors, SAG-AFTRA members, Board members, and any other persons. Applicants, employees, unpaid interns, volunteers and independent contractors are all protected from harassment.
2. Prohibited harassment, abusive or unprofessional conduct includes, but is not limited to, the following behavior:
 - Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
 - Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
 - Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
 - Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
 - Retaliation for reporting or threatening to report harassment; and
 - Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law, or by the Foundation's policy.
3. Harassment, sexual harassment, abusive, or other unprofessional conduct will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).

4. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of harassment, sexual harassment, abusive, or other unprofessional conduct, provides information, or otherwise assists in any investigation of a harassment, sexual harassment, abusive, or other unprofessional conduct complaint. The SAG-AFTRA Foundation will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected harassment, sexual harassment, abusive, or other unprofessional conduct. Any employee of the SAG-AFTRA Foundation who retaliates against anyone involved in a harassment, sexual harassment, abusive, or other unprofessional conduct investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, the Director of Operations or Executive Director. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
5. Harassment, sexual harassment, abusive, and other unprofessional conduct is offensive, is a violation of our policies, is unlawful, and may subject the Foundation to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
6. The SAG-AFTRA Foundation will conduct a fair, prompt (timely) and thorough investigation that ensures due process for all parties, whenever management receives a complaint about harassment, sexual harassment, abusive, or other unprofessional conduct, or otherwise knows of possible harassment, sexual harassment, abusive, or other unprofessional conduct occurring. The Foundation will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
7. All employees are encouraged to report any harassment or behaviors that violate this policy. SAG-AFTRA Foundation will provide all employees a complaint form for employees to report harassment and file complaints.
8. Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe or become aware of, to the Director of Operations or Executive Director.
9. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.