

**VASA ORDER OF AMERICA
HARASSMENT POLICY**

Vasa Order of America is committed to equal opportunity for all qualified persons. We recognize and appreciate each member's work and contribution to our success. We believe that our members are entitled to be treated fairly and with respect.

We provide equal treatment in all aspects of the organization to all members and to all applicants.

We provide equal opportunity and equal treatment for individuals with disabilities and, if needed, we will make reasonable accommodations to ensure equal opportunities for qualified disabled individuals.

The Order will not allow *prohibited discrimination*, which includes recommending, taking or permitting any adverse action with regard to membership.

The Order prohibits *retaliation* against any member who complains in a reasonable manner about prohibited discrimination or harassment.

We expect all members to respect the professional dignity of fellow members and to treat fellow members in a courteous and professional manner. We will not tolerate any form of *harassment* of our members. Harassment under our policy includes any hostile, intimidating, threatening, offensive, insulting, demeaning, profane or vulgar words or conduct alluding to a person's race, color, sex, national origin, citizenship, religion, age or disability.

Discrimination or retaliation against or harassment of our members is prohibited and will result in disciplinary action, which may include termination of membership.

Sexual Harassment

We maintain a professional organization that is free from sexual harassment. We want to ensure that all members fully understand unacceptable conduct can give rise to "sexual harassment". Any verbal or physical conduct that reasonably could be deemed to be unwelcome or offensive, whether committed by a member or any other person including a prospective member or visitor is prohibited.

Complaint Procedure

You must promptly report any incident of harassment, discrimination, retaliation, or any other violation of our *Harassment Policy* directly to your local Lodge Chairperson, District Master or Grand Master as appropriate. All of our members and Officers have a responsibility to prevent harassment and to stop it if it occurs. However, to ensure that we can promptly investigate and, if appropriate, take prompt and effective action, you must notify. If for any reason you do not believe the above can fairly receive and address your complaint, you must report any incident of harassment or other violation of our *Harassment Policy* directly to the Grand Lodge Secretary.

To assert a complaint, the member will be required to prepare a written report detailing the alleged harassment, discrimination, retaliation or other violation of our policy, and identify any witnesses. You will be required to sign and date the report. We will thoroughly investigate all complaints. To the extent practicable, the investigation will be confidential with due regard for the sensitive nature of such complaints. If, after completing our investigation, we determine that a complaint is valid, we will take prompt and effective corrective action to stop the harassment and prevent it from recurring. If appropriate, we will take disciplinary action against the person or persons engaging in such conduct. Depending on the severity of the violation of our policy, appropriate discipline may result in discharge from the organization.

We encourage you to come forward if you have a complaint. We assure you that no adverse action will be taken or allowed against any member who in good faith reports harassment, discrimination, retaliation or any other violation of our Harassment Policy under our "complaint procedure."