



Discrimination, Harassment and Retaliation Prevention Policy

NorCal Women's Lacrosse Officials ("NCWLO") is committed to equal employment opportunity and to compliance with federal antidiscrimination laws. We also comply with California law, which prohibits discrimination and harassment against employees, applicants for employment, individuals providing services in the workplace pursuant to a contract, unpaid interns and volunteers based on their actual or perceived: race (including hair texture and hairstyles), religious creed, color, national origin, ancestry, citizenship, physical or mental disability, medical condition, genetic information, marital status (including registered domestic partnership status), sex (including pregnancy, childbirth, lactation and related medical conditions), gender (including gender identity and expression), age (40 and over), sexual orientation, gender identity or expression (including transgender identity or expression), transitioning (including individuals that have transitioned, are transitioning or are perceived to be transitioning, to live as the gender with which they identify), marital or registered domestic partner status, Civil Air Patrol status, military and veteran status, and any other consideration protected by federal, state, or local law (collectively referred to as "protected characteristics").

For purposes of this policy, discrimination on the basis of "national origin" also includes discrimination against an individual because that person holds or presents the California driver's license issued to those who cannot document their lawful presence in the United States. An employee's or applicant for employment's immigration status will not be considered for any employment purpose except as necessary to comply with federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination and harassment by any employee, including supervisors and co-workers.

NCWLO will not tolerate discrimination or harassment based upon these protected characteristics or any other characteristic protected by applicable federal, state, or local law. NCWLO also does not retaliate or otherwise discriminate against applicants or employees who request a reasonable accommodation for reasons related to disability or religion.

Prohibited Harassment

NCWLO is committed to providing a work environment that is free of illicit harassment based on any protected characteristics. As a result, NCWLO maintains a strict policy prohibiting sexual harassment and harassment against employees, applicants for employment, individuals providing services in the workplace pursuant to a contract,

interns or volunteers based on any legally-recognized basis, including, but not limited to, their actual or perceived race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status (including registered domestic partnership status), sex (including pregnancy, childbirth, lactation and related medical conditions), gender (including gender identity and expression), age (40 or over), sexual orientation, Civil Air Patrol status, military and veteran status, citizenship or immigration status, or any other consideration protected by federal, state, or local law. All such harassment is prohibited.

This policy applies to all persons involved in our operations, including coworkers, supervisors, managers, temporary or seasonal workers, agents, clients, vendors, customers, or any other third party interacting with NCWLO (“third parties”) and prohibits proscribed harassing conduct by any employee or third party of the NCWLO, including nonsupervisory employees, supervisors, and managers. If such harassment occurs on the NCWLO’s premises or is directed toward an employee or a third party interacting with NCWLO, the procedures in this policy should be followed.

Sexual Harassment Defined

Sexual harassment includes unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment; or
- Submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee’s work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment also includes various forms of offensive behavior based on sex and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering; making sexual gestures; displaying sexually suggestive objects or pictures, cartoons, posters, websites, emails or text messages.
- Verbal conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about an employee’s body or dress.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature; graphic verbal commentary about an individual’s body; sexually degrading words to describe an individual; suggestive

or obscene letters, notes or invitations.

- Physical conduct: touching, assault, impeding or blocking movements.
- Retaliation for reporting harassment or threatening to report sexual harassment.

An employee may be personally liable for harassment based on sex even if the alleged harassing conduct was not motivated by sexual desire. An employee who engages in unlawful harassment may be personally liable for harassment even if NCWLO had no knowledge of such conduct.

Other Types of Harassment

Harassment on the basis of any legally protected characteristic, as identified above, is prohibited. Prohibited harassment may include behavior similar to the illustrations above pertaining to sexual harassment. This includes conduct such as:

- Verbal conduct including threats, epithets, derogatory comments or slurs based on an individual's protected characteristic;
- Visual conduct, including derogatory posters, photographs, cartoons, drawings or gestures based on protected characteristic; and
- Physical conduct, including assault, unwanted touching or blocking normal movement because of an individual's protected characteristic.

Protection Against Retaliation

Retaliation is prohibited against any person by another employee or by NCWLO for using NCWLO's complaint procedure, reporting proscribed discrimination or harassment, or filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions, or otherwise denying any employment benefit.

Discrimination, Harassment, Retaliation and Abusive Conduct Complaints

Reporting and Investigating Harassing Conduct

NCWLO understands that victims of harassment are often embarrassed and reluctant to report acts of harassment for fear of being blamed, concern about being retaliated against, or because it is difficult to discuss sexual matters openly with others. However, no employee should have to endure harassing conduct, and NCWLO therefore encourages employees to promptly report any incidents of harassment so that corrective action may be taken. Any incidents of harassment, including work-related

harassment by any NCWLO personnel or any other person, should be reported immediately to your supervisor or the President. Supervisors who receive complaints or who observe harassing conduct must immediately inform the President so that an investigation may be initiated.

Every reported complaint of harassment will be investigated thoroughly and promptly by impartial and qualified personnel. Typically, the investigation will include the following steps: an interview of the employee who lodged the harassment complaint to obtain complete details regarding the alleged harassment; interviews of anyone who is alleged to have committed the acts of harassment to respond to the claims; and interview of any employees who may have witnessed, or who may have knowledge of, the alleged harassment. The NCWLO official responsible for the investigation, will notify the employee who lodged the harassment complaint of progress during the investigation, and provide timely notification of the results of the investigation. The investigation will be handled in as confidential a manner as possible consistent with a fair, timely, and thorough investigation in a manner that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected.

Corrective Action

NCWLO will not tolerate retaliation against any employee for making a good faith complaint of harassment or for cooperating in an investigation. If harassment or retaliation in violation of this policy is established, NCWLO will take appropriate corrective action.

Corrective action may include, for example: training, or disciplinary action ranging from a verbal or written warning to termination of employment, depending on the circumstances.

With regard to acts of harassment by clients or vendors, corrective action will be taken after consultation with the appropriate management personnel. Employees will not experience retaliation as a result of lodging a complaint or participating in any workplace investigation.

The Federal Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH) will accept and investigate charges of unlawful discrimination or harassment at no charge to the complaining party. Information may be located by visiting the agency website at www.eeoc.gov or www.dfeh.ca.gov.

[SIGNATURE PAGE TO FOLLOW]

ACKNOWLEDGMENT: DISCRIMINATION, HARASSMENT AND RETALIATION PREVENTION POLICY

I ACKNOWLEDGE THAT I HAVE RECEIVED AND READ NORCAL WOMEN'S LACROSSE OFFICIALS' DISCRIMINATION, HARASSMENT AND RETALIATION PREVENTION POLICY, SET FORTH ABOVE, AND THAT I HAVE BEEN ABLE TO

ASK ANY QUESTIONS OR RECEIVE ANY CLARIFICATIONS ABOUT IT.

SIGNED: _____

DATE _____ PRINT NAME: _____