

**ANTI-DISCRIMINATION, ANTI-HARASSMENT,
AND ANTI-RETALIATION POLICY OF THE
LAKE COUNTY DEMOCRATIC CENTRAL COMMITTEE
AND LAKE COUNTY DEMOCRATS**

A. ANTI-DISCRIMINATION

1. The Lake County Democratic Central Committee and Lake County Democrats (individually and collectively, “Lake Dems”) are equal opportunity employers and do not unlawfully discriminate based on a person’s actual or perceived race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, unfavorable military discharge, sexual orientation, pregnancy, gender, gender-related identity, citizenship, or any other protected class.
2. Lake Dems will not condone or tolerate conduct that may constitute unlawful discrimination on the part of its members, including Precinct Committee persons, officers, employees, or volunteers. It is our policy that everyone have the right to work or participate in an environment free from any type of unlawful or otherwise improper discrimination. Anyone found to have engaged in such conduct will be subject to immediate discipline up to and including discharge from all association with Lake Dems.

B. ANTI-HARASSMENT

1. Lake Dems does not tolerate unlawful harassment, including verbal or physical conduct, which harasses, disrupts, or interferes with another’s work performance or which creates an intimidating, offensive, or hostile environment, especially if such conduct concerns gender, sex, race, color, marital status, religion, ancestry, age, disability, national origin, sexual orientation, or veteran status. Examples of harassment might include, but are not limited to, threats, insults, slurs, unwelcome comments, communications, jokes, pranks, gestures or physical contact, and display or circulation of derogatory or inappropriate written, pornographic, or other materials, including but not limited to cartoons, pictures or calendars. Anyone found to have engaged in such conduct will be subject to immediate discipline up to and including discharge from all association with Lake Dems.
2. Sexual harassment is specifically defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
 - Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting that person; or
 - Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive environment.

Sexual harassment can take many forms, including but not limited to these examples:

Verbal: sexual innuendo and other suggestive comments, humor and jokes about sex or gender-specific traits, offensive written notes or text messages, sexual advances or propositions, insults, or threats;

Nonverbal: leering, whistling, suggestive or insulting looks, sounds, gestures, displaying or circulating derogatory or inappropriate written, pornographic, or other materials, including but not limited to cartoons and pictures; or

Physical: Intentional touching of the body (e.g., brushing, patting, pinching), kissing, inappropriate display of body parts, coerced acts of a sexual nature, or actual assault. **Visual:** Posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.

Textual/Electronic: “Sexting” (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages an social network websites like Facebook and Twitter).

3. Any member, including Precinct Committeepersons, officers, employees, or volunteers found to have harassed or sexually harassed another person in the course of working with Lake Dems will be subject to immediate discipline up to and including discharge from all association with Lake Dems.

C. WORKPLACE VIOLENCE PREVENTION POLICY

Violence, or threats of violence of any kind, including physical and verbal violence, is not tolerated. If any member, including Precinct Committeepersons, officers, employees, or volunteers, is found to have violated this workplace violence policy, such member shall be subject to discipline, up to and including discharge from all association with Lake Dems.

D. REASONABLE ACCOMODATION POLICY

Lake Dems complies with all applicable federal and state laws concerning the employment of persons with disabilities and acts in accordance with such regulations and guidance, including the Americans with Disabilities Act (“ADA”).

E. REPORTING AND CORRECTIVE AND PREVENTIVE PROCEDURES

1. Any member, including Precinct Committeepersons, officers, employees or volunteers, who believes they have been subjected to discrimination or harassment prohibited by this policy, or who witnesses or becomes aware of alleged discrimination or harassing conduct, is encouraged to bring the incident to the attention of the Chair, or to

one of the Ombudspersons designated by the Chair and identified in Exhibit A to this policy.

2. All complaints will be investigated and prompt remedial action taken as appropriate. To the extent possible, any investigation will be handled in confidence.
3. Consequences for breaches of this policy may include:
 - An apology
 - Direction to stop the inappropriate behavior
 - Transfer to a different assignment or limiting volunteer activities
 - Mandatory additional training
 - Verbal or written warning
 - Suspension
 - Termination (or request for resignation)
 - Referral to authorities for prosecution (if criminal act suspected)

F. RETALIATION PROHIBITION

No person shall be retaliated against for reporting, making a complaint, providing information or testimony, or otherwise assisting or participating in an investigation or proceeding regarding an alleged violation of this policy. Any person who believes they may be subject to retaliation should notify the Chair or one of the Ombudspersons designated by the Chair and identified in Exhibit A to this policy.

G. TRAINING

All members, including Precinct Committeepersons, officers, employees or volunteers, are encouraged to undergo anti-discrimination, anti-harassment, and anti-retaliation training. Online courses can be accessed through the Illinois Department of Human Rights Training Institute website at <https://www2.illinois.gov/dhr/Training/Pages/default.aspx>.

**ACKNOWLEDGMENT OF THE ANTI-DISCRIMINATION,
ANTI-HARASSMENT, AND ANTI-RETALIATION POLICY
OF THE LAKE COUNTY DEMOCRATIC CENTRAL COMMITTEE
AND LAKE COUNTY DEMOCRATS**

I, _____, acknowledge I have reviewed the attached Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy. I understand that discrimination, harassment, sexual harassment, and retaliation, as defined in the policy, are prohibited and that I shall not engage in such conduct. I understand that a violation of the prohibition on discrimination, harassment (including sexual harassment), or retaliation, as well as knowingly making a false report regarding discrimination, harassment (including sexual harassment), or retaliation, may result in discipline, up to and including discharge from all association with Lake Dems.

Signature: _____ Dated: _____