ASI Anti-Harassment Policy

3.4 Anti-Harassment Policy
Associated Students Incorporated (ASI) is committed to providing a work environment that is free of sexual harassment, other harassment, disrespectful or other unprofessional conduct. ASI policy prohibits conduct that is disrespectful, unprofessional as well as harassment based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), gender (including gender identity and gender expression), race, color, religion (including religious dress and grooming practices), age, national origin or ancestry, sexual orientation, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, military and veteran status or any other basis protected by federal, state or local law, ordinance or regulation. All such conduct violates company policy. ASI's anti-harassment policy applies to all persons involved in the operation of ASI and prohibits harassment, disrespectful or unprofessional conduct by any employee of ASI, including supervisors, managers, unpaid interns and volunteers, as well as vendors, visitors, customers, independent contractors, CSU students, CSU employees or any other persons. ASI's anti-harassment policy also prohibits harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of the above-mentioned characteristics or is associated with a person who has or is perceived as having any of the above-mentioned characteristics.

Harassment is defined as any conduct that has the effect of creating an intimidating, hostile, or offensive work environment, has the effect of unreasonable interference with the individual's work performance, or otherwise interferes with an employee's, unpaid intern's or volunteer's employment opportunities. Prohibited harassment, disrespectful 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
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law, or by ASI policy

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by any sexual desire.

ASI takes claims of harassment seriously, even those that are later determined to be meritless. An individual who believes that he/she has been the subject of harassment or other prohibited conduct or has knowledge of an act of harassment or other prohibited conduct, has the responsibility to report said conduct to his/her own supervisor, any other ASI supervisor, the ASI Executive Director or the Human Resources Department as soon as possible after the incident. The individual will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate complaints in writing, but this is not mandatory. Supervisors will refer all complaints involving harassment or other prohibited conduct to the Human Resources Department or the ASI Executive Director. ASI will immediately undertake an effective, thorough and objective investigation of the allegations.

If ASI determines that harassment or other prohibited conduct has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by ASI to be responsible for harassment or other prohibited conduct will be subject to appropriate disciplinary action up to and including termination. An ASI representative will advise all parties concerned of the results of the investigation. ASI will not retaliate against an individual for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.
Retaliation by an ASI employee against any individual who makes a complaint of harassment or other prohibited conduct or otherwise invokes this policy is strictly prohibited. Similarly, any person who participates or cooperates in any manner in an investigation or any aspect of the process described herein shall not be retaliated against. Retaliation is itself a violation of this policy and is a serious offense. Complaints regarding allegations of reprisal shall be immediately brought to the attention of the ASI Executive Director or the Human Resources Department.

An individual who believes that he/she has been the subject of retaliation, or has knowledge of an act of retaliation, has the responsibility to report said conduct immediately to his/her own supervisor, any other ASI supervisor, the ASI Executive Director or the Human Resources Department.

ASI encourages all employees, unpaid interns and volunteers to report any incidents of harassment or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved. Individuals should also be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. An individual who thinks he/she has been harassed, or that he/she has been retaliated against for resisting or complaining, may file a complaint with the appropriate agency. The nearest office is listed in the telephone book.

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