Print Form

U.S. COMMITTEE FOR REFUGEES AND IMMIGRANTS
Harassment and Non-retaliation Policies

HARASSMENT

USCRI is committed to providing all of its interns and volunteers with a workplace free of harassment. USCRI maintains a strict policy prohibiting sexual harassment, harassment on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, domestic partnership status, marital status, physical or mental disability, or AIDS/HIV status, age, veteran status, genetic information or any other characteristic protected by applicable law.

This prohibition applies to all employees, vendors, or customers of USCRI. No intern or volunteer of USCRI is expected to tolerate any conduct prohibited by this policy from anyone at work or otherwise engaged in USCRI business.

SEXUAL HARASSMENT DEFINED

USCRI will not tolerate Sexual Harassment, as defined by the Equal Employment Opportunities Commission:

"Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

(1) the submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,

(2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or

(3) such conduct has the purpose or effect of adversely interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

Sexual harassment prohibited by this policy includes any unwanted sexual behavior or 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,

- 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 intern and volunteer's performance or creating an intimidating, hostile or offensive working environment.

Examples of some kinds of conduct that violate our sexual harassment policy include:

- Sexual assaults, including rape and molestation, and attempts or threats to commit these assaults;
- Unwanted intentional contact of a sexual or suggestive nature, such as touching, pinching, patting, grabbing, kissing, brushing against or poking a person's body;
- Unwanted sexual advances, propositions or comments, including sexually oriented gestures, jokes or comments about a person's sexuality or sexual experience;
- Preferential treatment or the promise of preferential treatment to an intern or volunteer for engaging in sexual conduct;
- Displaying or publicizing pictures, posters, reading materials, calendars, objects, etc. that are sexually suggestive, sexually demeaning or pornographic or accessing pornographic or sexually suggestive websites on USCRI equipment; and
- Discipline or retaliation against an intern or volunteer in any way because he or she has resisted, reported, or complained about sexual harassment.

NON-RETALIATION POLICY

If an intern or volunteer has a complaint about a violation of this policy, he/she must report it to the President or Vice President. Interns and volunteers may feel free to raise concerns and/or make reports without fear of reprisal. Retaliation against an intern or volunteer by any person under the company's control for opposing harassment, filing a bona fide complaint of discriminatory harassment, or providing information in good faith regarding another employee's complaint will not be tolerated.

If you feel that you have been subjected to sexual or other discriminatory harassment during the course of your employment with USCRI, you MUST report your concerns immediately to:

Lavinia Limon, President & CEO
(703) 310-1144,
2231 Crystal Drive, Suite 350,
Arlington, VA 22202

OR

Lee Williams, Vice President & CFO
(703) 310-1155,
2231 Crystal Drive, Suite 350,
Arlington, VA 22202.

IT IS NOT SUFFICIENT TO INFORM YOUR SUPERVISOR OR ANOTHER MEMBER OF MANAGEMENT.

Intern/Volunteer Name (print)_____

Intern/Volunteer Signature_____Date_____