

# Non-Discrimination & Anti-Harassment Policy

## **Purpose and Scope**

Protohaven is committed to ensuring an environment that is free from all forms of harassment, discrimination, or conduct that can be considered coercive, or likely to create a hostile environment, including sexual harassment. Discrimination or harassment based on sex (gender), race, color, religion, national origin, age, disability, sexual orientation, gender identity and expression, physical appearance, language, education background, veteran status, or other protected categories is not allowed. Protohaven board members, staff, volunteers, members and guests must be aware that such behavior will not be tolerated.

## **Responsibility**

The Chair of the Board of Directors, acting in concert with the Membership & Operations Coordinator, shall have responsibility for enforcement of this Policy. Protohaven staff will ensure that this policy is presented to new volunteers and that it is reviewed with them periodically.

## **Policy Statement**

1. All Protohaven directors, staff, volunteers, members and guests, regardless of their position, are covered by and expected to comply with this policy. Directors, staff, and volunteers are expected to take appropriate measures to ensure that prohibited conduct does not occur, and members are expected to immediately report any such occurrences of prohibited conduct.
2. Harassment, for purposes of this policy, includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. It also includes conduct in any form that is based on sex (gender), race, color, religion, national origin, age, disability, sexual orientation, gender identity and expression, physical appearance, language, education background, veteran status, or other protected categories that has the purpose or effect

of unreasonably interfering with Protohaven activities in which an individual participates or creates an intimidating, hostile or offensive environment. The above are not meant to be all-inclusive but are provided as examples of harassment.

3. Staff, volunteers and members who believe they are being harassed, have been harassed, or who witness or hear about harassment directed toward a staff member, volunteers or member should contact the Chair or the Membership & Operations Coordinator.
  
4. Protohaven takes all complaints seriously. The Chair and the Membership & Operations Coordinator will determine promptly whether to conduct an investigation and, if so, whether to conduct it themselves or to direct outside counsel to conduct an investigation. Investigations will be conducted with all deliberate speed and appropriate discretion. Where required by law, Protohaven will report the complaint to appropriate legal authorities.
  
5. The findings of the investigation will be furnished to the Board of Directors for appropriate action. Appropriate action, as well as the effective date of the action, for violations of this policy will be based, in whole or in part, on the seriousness of the offense(s) and/or whether the individual(s) involved have previously violated this or other Protohaven policies. Such action may include verbal reprimand, written reprimand, suspension, separation (of employment), or permanent excusal of the member from Protohaven or of the volunteer from their volunteer position(s) with Protohaven. The member or volunteer has the right to appeal to the full Board of Directors within 30 calendar days from the date they are notified of the action. Retaliation for making a complaint about discrimination or harassment or assisting in an investigation of a discrimination or harassment complaint is prohibited.

*Approved by the Board of Directors, February 2025*

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