



Sexual Harassment Prevention Policy

Policy and Governance Committee Recommendation:

October 21, 2025

Approved by Board of Directors: November 15, 2025

Reviewed Annually

1. Policy Statement

GiveNKind is committed to maintaining a workplace that is safe, respectful, and free from sexual harassment and discrimination. We have a **zero-tolerance policy** for sexual harassment in any form.

All allegations will be taken seriously, investigated promptly, and addressed appropriately. Any individual, whether an employee, volunteer, contractor, visitor, or service recipient, found to have engaged in sexual harassment will face corrective action, up to and including termination of employment, dismissal of a volunteer, termination of contract, and/or referral to law enforcement.

GiveNKind prohibits **retaliation** against anyone who, in good faith, reports harassment or participates in an investigation.

2. Definition of Sexual Harassment

Under Illinois law, **sexual harassment** is any unwelcome conduct of a sexual nature that makes someone feel offended, humiliated, or intimidated, including:

- Submitting to such conduct as a condition of employment.
- Using acceptance or rejection of such conduct as the basis for an employment decision.
- Creating a hostile, intimidating, or offensive work environment.

Examples include (but are not limited to):

Physical conduct

- Unwanted touching, hugging, kissing, or other inappropriate contact

- Sexual assault or threats of sexual violence
- Job-related threats or promises in exchange for sexual favors

Verbal conduct

- Sexual jokes, comments, or innuendo
- Remarks about appearance, private life, or gender
- Repeated, unwelcome requests for dates or physical intimacy
- Sending sexually explicit emails, texts, or messages

Non-verbal conduct

- Leering, whistling, or suggestive gestures
- Displaying or sharing sexually explicit material

Sexual harassment may occur between people of any gender and may occur between supervisors, co-workers, volunteers, contractors, or third parties.

3. Scope of the Policy

This policy applies to all work-related contexts, including GiveNKind premises, off-site activities (such as social events, training sessions, business travel, donation pick-ups, and conferences), and virtual/remote work environments.

4. Responsibilities

- **All Employees & Volunteers** must refrain from harassment, speak up if they witness misconduct, and cooperate in investigations.
- **Supervisors & Managers** must report any complaints they receive immediately and foster a respectful environment.
- **The Executive Director** is responsible for receiving complaints, overseeing investigations, maintaining confidentiality, and ensuring accountability.
- **The Executive Committee of the Board of Directors** is responsible for receiving complaints and overseeing investigations involving the Executive Director, maintaining confidentiality, and ensuring accountability.

5. Reporting Harassment

Employees and volunteers are encouraged to report incidents promptly. Options include:

- Speaking directly with the harasser (if safe and comfortable).
- Reports may be made to a supervisor, the Executive Director, or directly to a member of the Board of Directors' Executive Committee if the complaint involves leadership.
- Using external resources such as:
 - **Illinois Sexual Harassment and Discrimination Helpline:**
1-877-236-7703
 - **Illinois Department of Human Rights (IDHR):**
<https://www2.illinois.gov/dhr>
 - **U.S. Equal Employment Opportunity Commission (EEOC)**

Anonymous reports will be reviewed to the extent possible.

6. Complaint Resolution Process

A. Informal Process

If the complainant requests an informal resolution:

- The designated contact will meet with both parties (separately or together, as appropriate).
- A resolution may include an apology, behavioral agreement, or mediation.

Follow-up will occur within **a reasonable timeframe** to ensure the behavior has stopped.

B. Formal Process

If the complainant requests a formal resolution or the informal resolution is unsuccessful:

- The matter will be referred to the **Executive Committee** or an appointed investigator.
- The investigation will include confidential interviews with all relevant parties and a review of evidence.
- A written report will be prepared within **30 days** of the initial report with findings and recommendations.
- Appropriate action will be taken, which may include discipline, suspension, termination, or contract/volunteer revocation.
- Even if harassment cannot be substantiated, the Committee may recommend workplace measures to restore a respectful environment.

7. Sanctions and Corrective Actions

Depending on severity, sanctions may include:

- Verbal or written warning
- Mandatory training or counseling
- Reassignment or change in supervision
- Suspension, demotion, or dismissal
- Termination of the volunteer agreement or the contractor relationship
- Restricted or prohibited participation in GiveNKind activities
- Referral to law enforcement

8. Confidentiality and Non-Retaliation

- All reports and investigations will be handled with discretion and shared only with those who need to know.
- Retaliation against anyone who makes a complaint or participates in an investigation is strictly prohibited and will result in disciplinary action.

9. Training and Awareness

- All employees, interns, and board members will receive **sexual harassment prevention training annually**, as required by Illinois law.
- New staff will receive this training **within their first week** of employment.
- Policy acknowledgment will be required annually.
- The policy will be available on the Policies page of GiveNKind's website.

10. Monitoring and Evaluation

- The Executive Director will submit an **annual report to the Board of Directors** on the number of complaints, their resolution, and recommendations for improvement.
- Data will be tracked confidentially and anonymously where possible.
- This policy will be reviewed and updated annually to reflect changes in law and organizational needs.