**Acknowledgement of Non-Harassment, Violence, and Drug Policies**

**Non-Harassment Policy**

The Shemer has a policy of zero tolerance for workplace harassment. It is the goal of the Shemer management to provide an environment free of any form of harassment regarding race, sex, color, religion, national origin, age or disability. This policy includes the prohibition of sexual harassment, both to sexually-oriented requests or attention by or toward an employee, volunteer, vendor, guest, or visitor and as to the working environment generally.

The Shemer expects all volunteers to accomplish their work in a businesslike manner. Therefore, unlawful discrimination or harassment is strictly prohibited while volunteers are engaged in any Shemer-related activity, whether on the premises or not. It is our policy to deal with violations of this policy quickly and severely. This policy covers any unwelcome behavior or remarks of a sexual or otherwise objectionable nature, whether such unwelcome behavior or remarks involve physical contact, all forms of written or verbal communication, gestures, jokes, name-calling, slurs, obscene language, threats, or the circulation of written or visual materials. It is impermissible to engage in any

behavior that offends coworkers because of the sexual, racial, ethnic, religious, or otherwise objectionable nature of the behavior. The Shemer’s policy against sexual harassment extends to sexually oriented requests of a supervisor or coworker and to our working environment in general.

This policy applies to all volunteers. This policy also applies to conduct toward and by

employees, temporary employees, other volunteers, vendors, guests, and visitors. Any violation of the Shemer’s policy prohibiting unlawful discrimination or harassment is grounds for immediate termination of service.

If any volunteer believes that the spoken, written, or physical conduct of another employee, temporary employee, volunteer, vendor, guest or visitor is in violation of this policy, the offended person should immediately report such conduct to staff. If the offended person is uncomfortable with reporting the harassment to their supervisor (whether because the supervisor is involved in the harassment, or for any reason whatsoever), the offended volunteer must report the harassment to the Volunteer Coordinator, Program Manager, or the Executive Director (in that order). If the offended person has good reason to believe that the complaint cannot or will not be resolved by any of these staff, the offended person should report the harassment to a

member of the SACAMA Board of Trustees.

To be clear, any person who believes they are a victim of harassment, including sexual harassment, has a duty to report this right away.

Any reports of sexual concerns about workplace harassment will be treated seriously and will be investigated and resolved as deemed appropriate under the circumstances. The Shemer will treat all such reports as confidentially as possible, including only those persons with a need to know.

The Shemer will not retaliate in any way against any person for making a good faith report of conduct by others believed to be in violation of this policy. The Shemer will not tolerate retaliation in any form by the alleged harasser. Any alleged harasser who violates this policy prohibiting retaliation will have their service at the Shemer terminated immediately.

**Violence in the Workplace, Prevention Policy**

The Shemer has a policy of zero workplace violence. The service of any volunteer who

threatens or engages in any violence in the workplace will be terminated from the program immediately. No talk of violence or joking about violence will by tolerated.

Violence includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. It is the intent of this policy to ensure that everyone associated with the Shemer never feels threatened by the actions or conduct of any employees, trustees, directors, volunteers, visitors, or vendors.

It is everyone’s responsibility to prevent violence in the workplace. Volunteers are encouraged to report any incident that may involve violation of any of the Shemer’s policies. Concerns may be presented to a supervisor, Volunteer Coordinator, Program Manager, or to the Director (in that order). All reports will be investigated and information will be kept as confidential as possible.

**Policy for a Drug-Free and/or Alcohol-Free Workplace**

The Shemer has a strict policy against the use of drugs and alcohol on museum property and or while on Shemer business. Drugs and or alcohol may not only affect job performance, but may endanger the safety and health of all employees, volunteers, vendors, guests, or visitors. To guard against problems with drugs and alcohol, management reserves the right to take any and all steps necessary to investigate potential problems in this area. If inappropriate use of drugs is suspected, termination of service may result.

On certain occasions, the volunteer may provide service at the Shemer at times when alcohol is being served, such as exhibition opening receptions, festivals, galas, and other public events. At these events, use of alcohol should never interfere with professional behavior or job performance. Excessive use is prohibited.

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name), acknowledge on \_\_\_\_\_\_\_\_\_\_\_\_\_ (date) that I have read and understand these policies. I understand that any violation of these policies will result in the immediate removal from the volunteer program and may result in legal charges.**