

AMERICAN ASSOCIATION OF ANATOMISTS **ANTI-HARASSMENT POLICY AND PROCEDURE**

Objective:

American Association of Anatomists (“AAA”) is committed to providing a professional environment that is free from harassment and discrimination in which all individuals, including employees, members, and volunteers, are treated with respect and dignity. Each individual has the right to work in a professional atmosphere free from unlawful harassment, discrimination, and retaliation.

This policy applies to conduct by members and volunteers of AAA, including officers, directors, vendors, and committee members, and applies to complaints of harassment that involve members and volunteers of AAA at all AAA events including, without limitation, board meetings, committee meetings, conferences, AAA social events, and AAA networking events.

In order to provide all participants at events, including members and other attendees, speakers, staff, exhibitors, fellows, employees and volunteers, the opportunity to interact professionally and benefit from the event, AAA is committed to providing a safe and productive environment free of discrimination, hostility, harassment, and retaliation based on race, color, religion, sex, sexual orientation, gender identity, marital status, national origin, gender identity or expression, age, disability, marital status, citizenship, or any other characteristic protected by law (“Protected Factors”).

AAA has a zero tolerance policy for discrimination, harassment, and retaliation and is committed to enforcing this policy at all AAA events. During AAA functions, members and stakeholders are expected to behave professionally and to exercise good judgment in work-related relationships. All AAA members are required to comply with this policy.

Equal Opportunity

It is AAA’s policy to ensure equal opportunity without discrimination or harassment on the basis of any Protected Factors. AAA prohibits any such discrimination and harassment.

Harassment Defined

Harassment on the basis of any Protected Factor is strictly prohibited. Harassment includes verbal, written, or physical conduct that denigrates or shows hostility toward an individual on the basis of any of the above list protected factors and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive environment; (2) has the purpose or effect of interfering with an individual’s performance or ability to participate in AAA events; or (3) otherwise affects an individual’s ability to participate in AAA events and activities.

Harassing conduct include epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts, denigrating jokes, offensive texts, and emails, as well as the application of any stereotypes or generalizations based on any of the prohibited grounds.

Sexual harassment means any unwelcome conduct, comment, gesture, or contact of a sexual nature, whether on a one-time basis or in a continuous series of incidents that: (1) might reasonably be expected to offend, embarrass, or offend an individual. Sexual harassment also includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical unwelcome conduct.

Prohibited Conduct

As a professional organization, AAA is committed to diversity, equity, professional treatment of ideas, and respectful treatment of all members, volunteers, and employees at all AAA events. AAA seeks to provide a professional atmosphere in which diverse participants may learn, network, and participate in an environment of mutual respect. Conduct that is prohibited includes:

- Harassment or intimidation based on any Protected Factor.
- Sexual harassment or intimidation, including unwelcome sexual attention, stalking, or unsolicited physical contact.
- Harassment, intimidation, or coercion based upon a position as an officer, board member, chairperson, fellow or any position of influence.
- Abusive, lewd, or threatening conduct.
- Bullying, harassment or unprofessional conduct toward employees, volunteers, members, or other participants at AAA events.
- Physical violence or threats of violence.

Reporting Acts of Discrimination, Harassment or Retaliation

AAA cannot take action to stop conduct if it does not know of the conduct. AAA encourages reporting of all perceived incidents or discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe they have been the victim of such conduct should discuss their concerns with the AAA Executive Director or President. In addition, AAA encourages individuals to advise the offender that his or her conduct is unwelcome and to request that it be discontinued, if they feel comfortable so doing.

AAA encourages the prompt reporting of complaints of concerns so that immediate action can be taken, if appropriate. An individual making a complaint may be asked to put the complaint in writing.

At AAA events, the Executive Director or an AAA employee will be designated to receive any complaints for that event. If an individual witnesses or is the victim of

prohibited conduct that requires immediate response by AAA, the individual should contact the AAA Executive Director or designated employee.

In the event that an individual feels that his or her physical safety is in jeopardy, AAA encourages the individual to contact the appropriate law enforcement agency to make a report.

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved as well as witnesses to the conduct.

AAA will maintain confidentiality to the extent consistent with appropriate investigation and corrective action.

If it is determined that an individual has engaged in prohibited conduct, AAA shall determine the appropriate action to be taken, which may include, but is not limited to:

- Private reprimand.
- Expulsion from the AAA event without warning or refund.
- Implementation of conditions upon attendance at future AAA events.
- Removal of the individual as a member, officer, director or fellow.
- Restriction from attendance at future AAA events.
- Revocation of membership in AAA.

Retaliation

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation is strictly prohibited. Acts of retaliation should be reported immediately and will be promptly addressed.