

SEXUAL AND OTHER HARASSMENT POLICY SATCHIDANANDA ASHRAM–YOGAVILLE, INC

Please read and sign the Harassment/Sexual Harassment Policy and return the statement to the Human Resources Department. Thank you.

Objective:

The purpose of this policy is to provide a positive environment for staff, volunteers, and guests, one that reflects the spiritual values of the Integral Yoga Institutes and Satchidananda Ashram–Yogaville. Staff and volunteers are expected to create and maintain a safe and sacred environment free of any type of harassment. Furthermore, our Harassment/Sexual Harassment Policy educates staff in how to prevent harassment, and it provides procedures for the prompt and thorough investigation of harassment claims in order to ensure that violations are remedied immediately and fully.

Scope:

This policy applies to all employees, independent contractors, volunteers, staff, presenters, students, and guests. The Harassment/Sexual Harassment Policy will be administered by the Leadership Team of Satchidananda Ashram–Yogaville through the Human Resources Department.

Policy Statement:

With the goal of creating and maintaining an environment that fosters healing and personal growth, it is the policy of Satchidananda Ashram–Yogaville that no employee, volunteer, student, or guest should be harassed on the basis of race, religious creed, ethnic background, national origin, gender, sexual orientation, age, or disability. Such conduct is unacceptable, as is retaliation against anyone who has made a complaint regarding such conduct or who has cooperated with an investigation into allegations of harassment. We take complaints of harassment seriously. Our zero tolerance policy for violators means that every instance of harassment will be investigated promptly and thoroughly. Violation of this policy will involve appropriate action.

SEXUAL HARASSMENT

Sexual harassment is a form of sexual discrimination and is defined as any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- a. submission to requests or conduct is made—either explicitly or implicitly— a term or condition of employment, whether or not the person is a paid employee or a volunteer, or is made the terms and conditions of any part of a guest's use of the Ashram or center, or when rejection of such advances or conduct is used negatively as a basis for any decision; or
- b. sexually oriented conduct—whether so intended or no—that is unwelcome and has the purpose or effect of unreasonably interfering with an individual's work performance or enjoyment of the Ashram or center or participation in

Ashram programs by creating an intimidating, hostile, humiliating, or offensive work environment.

While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include but are not limited to:

- a. unwanted sexual advances whether or not they involve physical touching;
- b. sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding an individual's sex life, comments on an individual's body, or comments about an individual's sexual activity, deficiencies, or prowess;
- c. sexual or discriminatory displays or publications anywhere on Ashram or center grounds by employees or volunteers, including but not limited to sexually suggestive objects, pictures, or cartoons;
- d. unwelcome leering, whistling, brushing against the body, sexual gestures, and suggestive or insulting comments;
- e. unsolicited inquiries into an individual's sexual experiences;
- f. unwelcome discussion of an individual's sexual activities.

Discipline

Any individual within the scope of this policy who violates this policy is subject to appropriate discipline. If an investigation leads to a finding that this policy has been violated, the individual who has violated the policy will face disciplinary action up to and including discharge. Persons who violate this policy may also be subject to civil damages or criminal penalties.

Procedures

Employees, Volunteers, Students, and Guests

An employee, volunteer, student, or guest who believes that he or she has been subjected to sexual harassment or any unwanted sexual attention should:

- keep a written record of the date, time, and nature of the incident(s) and include the names of any witnesses;
- report the incident to the Human Resources Supervisor.

Please note:

- All incidents of sexual harassment or inappropriate sexual conduct should be reported to the Human Resources Supervisor.
- Satchidananda Ashram–Yogaville, Inc. must create an environment in which all persons feel safe and comfortable in reporting such an incident.
- Department Heads or managers who knowingly allow or tolerate sexual harassment are in violation of this policy and are subject to discipline.
- Publicizing information about alleged harassment without following the reporting procedures or filing a reckless or frivolous complaint will be considered

misconduct, and the individual committing such acts will be subject to disciplinary or corrective action.

Human Resources Supervisor

The Human Resources Supervisor is responsible for:

- ensuring that both the individual filing the complaint and the accused individual are aware of the seriousness of a sexual harassment complaint;
- explaining the sexual harassment policy and investigation procedures to the complainant and the respondent;
- exploring informal means of resolving sexual harassment complaints;
- arranging for an investigation of the alleged harassment and the preparation of a written report.

Filing a Complaint

Any employee, staff, volunteer, student, or guest who believes that he or she has been subjected to sexual harassment may file a complaint with the Human Resources Supervisor. Complaints should be filed as soon as possible following the incident of alleged harassment/sexual harassment. Any question regarding this policy or about a specific situation should be brought to the Human Resources Supervisor.

I have read this policy statement and understand it.

Please print your name

Please sign your name

Date