



## **RETAIL SOLUTIONS PROVIDERS ASSOCIATION**

### **HARASSMENT & RESPECTFUL WORKPLACE POLICY**

#### **Purpose**

The Retail Solutions Providers Association (“RSPA” or “the Association”) believes in respecting the dignity of every individual and expects everyone affiliated with the RSPA to show respect for all of our employees, officers, directors, members, representatives and guests. Respectful, professional conduct furthers the RSPA’s mission, promotes productivity, minimizes disputes, and enhances our reputation. The RSPA will not tolerate any form of harassment that violates this policy.

#### **Prohibited Conduct**

The conduct prohibited by this policy, whether verbal, physical, or visual, includes any discrimination, harassment or unwelcome conduct which creates an intimidating, offensive or hostile environment.

All forms of harassment or discrimination are prohibited, whether based on race, color, creed, religion, national origin, sex, marital status, disability, age, public assistance, sexual orientation, gender and local human rights activity. Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. This policy forbids harassment based on gender regardless of whether it rises to the level of a legal violation.

The following list of examples is not all inclusive:

- offensive verbal kidding, teasing, or jokes
- repeated unwanted sexual flirtations, advances, or propositions
- continued or repeated verbal abuse
- graphic or degrading comments about an individual’s appearance or sexual activity
- offensive visual conduct, including leering, making sexual gestures, the display of offensive objects, pictures, cartoons, or posters based on any protected class
- offensively suggestive or obscene letters, notes, or invitations
- offensive physical contact such as patting, grabbing, pinching, or brushing against another’s body

The RSPA hosts conferences and social events and the types of harassment prohibited in the workplace by this policy are likewise prohibited at conferences and social events hosted by the Association.



## **Employee and RSPA Representatives Responsibility**

Everyone at the RSPA is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited harassment; no employees, officers, directors or representatives, are exempt from the requirements of this policy. Any employee, officer, director or representative who is aware of conduct inconsistent with this policy or who receives a report of conduct inconsistent with this policy must (i) report the conduct immediately to the Chief Executive Officer, or the Chair of the RSPA Board, and (ii) participate in any ensuing investigation of the conduct.

## **Reporting Procedures**

If you feel you have experienced or witnessed any conduct that is inconsistent with this policy, you are to immediately notify the Chief Executive Officer of the RSPA. This is the individual who is authorized by this policy to receive complaints of harassment or discrimination on behalf of the Association, and who will act as the investigating officer. If you believe you have experienced harassment or discrimination which involves the Chief Executive Officer, you should report the incident directly to the Chair of the Board of the RSPA.

Use of the RSPA complaint process does not prevent an employee from filing a claim with a state or federal agency, if the agency has jurisdiction over the claim. Agency claims must be filed in accord with time deadlines that vary among agencies, and anyone considering an agency filing should refer to the applicable filing deadlines. The time period for filing an agency claim will generally continue to run during an internal RSPA investigation.

## **RSPA Response**

All reports describing conduct that is inconsistent with this policy will be investigated promptly. The investigating officer will commence the investigation within ten (10) days of the date a complaint is brought to the officer's notice. The investigating officer may interview any individual having knowledge of facts relevant to the investigation and may consult with legal counsel or third party investigators during the course of the investigation. The RSPA may put reasonable interim measures in place, such as a leave of absence or a transfer, while the investigation takes place. If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then the RSPA will take corrective action, including discipline up to and including dismissal or termination of contract, as is appropriate under the circumstances. If the person who engaged in harassment is not employed by the RSPA, then the RSPA will take



whatever corrective action is reasonable and appropriate under the circumstances. In investigating and in imposing any discipline, the RSPA will attempt to preserve confidentiality to the extent that the needs of the situation permit.

### **Policy Against Retaliation**

The RSPA forbids retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports, whether the investigation is conducted internally by the RSPA or by an agency. Employees, officers, directors or representatives who experience or witness retaliation should immediately follow the reporting procedures stated above.

### **Acceptance of Policy**

All RSPA employees, officers, directors and representatives have a personal responsibility to conduct themselves in compliance with this policy and to report any observation of conduct inconsistent with this policy. If you have any questions concerning this policy, please contact the Chief Executive Officer, who may refer requests for information or interpretation to RSPA legal counsel.