

**THE ACADEMIC COUNCIL ON THE UNITED NATIONS SYSTEM**  
*a New York Not-for-Profit Corporation*

**ANTI-DISCRIMINATION POLICY**

**THE ACADEMIC COUNCIL ON THE UNITED NATIONS SYSTEM** (the “*Council*”) is committed to providing equal employment opportunities to all employees and applicants without regard to age, ancestry, color, religious creed (including religious dress and grooming practices), denial of family and medical care leave, disability (mental and physical), including HIV and AIDS, marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race, sex (including pregnancy, child birth, breastfeeding and medical conditions related to pregnancy, child birth or breastfeeding), gender, gender identity and gender expression, sexual orientation, or any other protected status in accordance with all applicable federal, state and local laws.

In addition, the Council is committed to providing a work environment that is free of unlawful harassment. In furtherance of this commitment, the Council strictly prohibits all forms of unlawful harassment, including harassment on the basis of age, ancestry, color, religious creed (including religious dress and grooming practices), denial of family and medical care leave, disability (mental and physical), including HIV and AIDS, marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race, sex (including pregnancy, child birth, breastfeeding, and medical conditions related to pregnancy, child birth or breastfeeding), gender, gender identity and gender expression, sexual orientation, or any other protected status in accordance with all applicable federal, state and local laws.

Similarly, the Council is committed to complying with all laws protecting qualified individuals with disabilities, as well as employees’ religious beliefs and observances. This policy extends to all aspects of the Council’s employment practices, including recruiting, hiring, discipline, termination, promotions, transfers, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

The Council will provide a reasonable accommodation for any known physical or mental disability of a qualified individual or for employees’ religious beliefs and observances, provided the requested accommodation does not create an undue hardship for the Council and does not pose a direct threat to the health or safety of others in the workplace or to the individual. the Council will not retaliate or discriminate against a person for requesting an accommodation for his or her disability, regardless of whether the accommodation was granted.

**1. Eligibility**

This policy prohibits unlawful discrimination and harassment in the workplace and applies to applicants and employees of the Council, including supervisors and managers. The Council prohibits managers, supervisors, Directors, members, and employees from discriminating against or harassing co-workers as well as customers, vendors, suppliers, independent contractors and others doing business with the Council. In addition, the

Council prohibits customers, vendors, suppliers, independent contractors and others doing business with the Council from discriminating against or harassing the Council's employees.

## 2. Procedures

### a. *Examples of prohibited sexual harassment or discrimination*

Sexual harassment includes a broad spectrum of conduct, including harassment based on sex, gender, gender identity or expression, and sexual orientation. Examples of unlawful and unacceptable behavior include:

- Unwanted sexual advances.
- Offering an employment benefit (such as a raise, promotion or career advancement) in exchange for sexual favors, or threatening an employment detriment (such as termination or demotion) for an employee's failure to engage in sexual activity.
- Visual conduct, such as leering, making sexual gestures and displaying or posting sexually suggestive objects or pictures, cartoons or posters.
- Verbal sexual advances, propositions, requests or comments.
- Sending or posting sexually related messages, videos or messages via text, instant messaging or social media.
- Verbal abuse of a sexual nature, graphic verbal comments about an individual's body, sexually degrading words used to describe an individual and suggestive or obscene letters, notes or invitations.
- Physical conduct, such as touching, groping, assault or blocking movement.
- Physical or verbal abuse concerning an individual's gender, gender identity or gender expression.
- Verbal abuse concerning a person's characteristics such as pitch of voice, facial hair or the size or shape of a person's body, including remarks that a male is too feminine or a woman is too masculine.

### b. *Other examples of prohibited harassment or discrimination*

In addition to the above listed conduct, the Council strictly prohibits harassment or discrimination concerning any other protected characteristic. Such prohibited harassment includes:

- Racial or ethnic slurs, epithets and any other offensive remarks.
- Jokes, whether written, verbal or electronic.
- Threats, intimidation and other menacing behavior.
- Inappropriate verbal, graphic or physical conduct.
- Sending or posting harassing messages, videos or messages via text, instant messaging or social media.

- Other harassing or discriminatory conduct based on one or more of the protected categories identified in this policy.

Harassment of the Council's customers, clients, vendors, suppliers, independent contractors or employees of the Council's customers, clients, vendors, suppliers or independent contractors by the Council's employees is also strictly prohibited. Any such harassment will subject a director, officer, employee, or member to disciplinary action, up to and including termination. Employees who have any questions about what constitutes harassing or discriminatory conduct should contact a member of the Board of Directors.

### **3. Reporting harassment or discrimination**

If an employee feels that he or she is being harassed or discriminated against in violation of this policy by another employee, supervisor, manager or third party doing business with the Council, the employee should immediately contact a member of the Board of Directors. In addition, if an employee observes harassment or discrimination by another employee, supervisor, manager or nonemployee, the employee should immediately report the incident to the individuals identified above. Appropriate action will also be taken in response to violation of this policy by any nonemployee.

All supervisors must report complaints of misconduct under this policy to a member of the Board of Directors immediately so the Council can investigate and try to resolve the claim internally.

All complaints of unlawful harassment or discrimination that are reported to management or to the persons identified above will be investigated as promptly as possible, and corrective action will be taken where warranted. All complaints of unlawful harassment or discrimination that are reported to management or to the persons identified above will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation. Complaints will be investigated by impartial and qualified internal personnel unless external involvement is warranted. The process will be documented and tracked for reasonable progress, and all investigations will be completed in a timely manner.

Employees' notification to the Council is essential to enforcing this policy. Employees may be assured that they will not be penalized in any way for reporting a harassment or discrimination problem. It is unlawful for an employer to retaliate against employees who oppose the practices prohibited by this policy, or who file complaints or otherwise participate in an investigation, proceeding or hearing conducted by a government agency. Similarly, the Council prohibits employees from hindering its internal investigations or its internal complaint procedure.

### **4. Violations of this policy**

Violation of this policy will subject an employee to disciplinary action, up to and including immediate termination. In addition, state law may hold employees personally liable for harassing conduct.

## 5. **Retaliation**

The Council prohibits retaliation against those who report, oppose or participate in an investigation of alleged violations of this policy. Participating in an investigation of alleged wrongdoing in the workplace includes:

- Filing a complaint with a federal or state enforcement or administrative agency.
- Participating in or cooperating with a federal or state enforcement agency that is conducting an investigation of the Council regarding alleged unlawful activity.
- Testifying as a party, witness or accused regarding alleged unlawful activity.
- Associating with another employee who is engaged in any of these activities.
- Making or filing an internal complaint with the Council regarding alleged unlawful activity.
- Providing informal notice to the Council regarding alleged unlawful activity.

The Council strictly prohibits any adverse action or retaliation against an employee for participating in an investigation of alleged violation of this policy. If an employee feels that he or she is being retaliated against, the employee should immediately contact a member of the Board of Directors. In addition, if an employee observes retaliation by another employee, supervisor, manager or nonemployee, he or she should immediately report the incident to one of the individuals identified above.

Any employee determined to be responsible for violating this policy will be subject to appropriate disciplinary action, up to and including termination. Moreover, any employee, supervisor or manager who condones or ignores potential violations of this policy will be subject to appropriate disciplinary action, up to and including termination.

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Adopted by the Board of Directors this 1<sup>st</sup> day of October, 2020.