

# Harassment and Discrimination Policy

## **Treatment of Appraisal Institute Members**

The Appraisal Institute's goal is to provide an organizational environment for its members that is free from discrimination or harassment on the basis of race, color, religion, national origin, sex, marital status, age, or disability. Harassment can include derogatory statements, conduct or treatment relating to a member's race, color, religion, sex, marital status, age, or disability.

If a member believes in good faith that he/she was discriminated against or harassed by an Appraisal Institute employee or by any member executing official duties on behalf of the Appraisal Institute, the member should report the incident immediately to the Chief Executive Officer, the Director of Human Resources, or the General Counsel. The Director of Human Resources and the General Counsel will conduct a thorough investigation and recommend or take appropriate corrective action. The Appraisal Institute will maintain confidentiality of the complaint to the extent possible, commensurate with the need to investigate and resolve reported problems. The Appraisal Institute will not retaliate against a member who files a good faith report of discrimination or harassment.

## **Treatment of Appraisal Institute Employees by Members**

It is the policy of the Appraisal Institute that all employees be treated with respect and dignity. In particular, employees have the right to work in an environment free from unlawful and improper discrimination and harassment by members of the Appraisal Institute. It is the responsibility of every Appraisal Institute member to cooperate in reaching this goal.

As used in this policy, the term "harassment" may include statements, behavior, conduct or treatment, and may include acts and/or failure to act. The Appraisal Institute will not tolerate, and this policy prohibits, harassment based on, or related to, a person's race, color, sex (with or without sexual conduct), sexual orientation, religion, national origin, age, physical or mental disability, marital status, protected activity under the antidiscrimination statutes (i.e., opposition to prohibited discrimination or participation in the statutory complaint process), or other classifications protected by law. Prohibited harassment need not violate the law and may, for example, include generally abusive behavior towards others or behavior that, if it continued, would violate the law.

Statements, behavior, conduct, or treatment may be considered harassment if such statements, behavior, conduct, or treatment substantially interferes with an employee's job performance or creates an intimidating, hostile, or offensive working environment. In particular, sexual harassment generally includes statements, behavior, conduct, or treatment based on sex, whether directed towards a person of the opposite or same sex. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another person's body. The statements, behavior, conduct, or treatment need not be designed or intended to promote an intimate relationship. Further, prohibited harassment includes harassment based on sex (e.g., frequent derogatory comments about women) even though the comments are not sexual in nature.

Some examples of what may be considered harassment, depending on the facts and circumstances, include the following:

- Verbal harassment (e.g., derogatory comments; improper gestures; threats of physical harm; distribution of written or graphic material having such effects)
- Physical harassment (e.g., hitting, pushing or other aggressive physical contact; touching or threats to take such action; gestures or the display of signs or pictures)

Harassment of an employee by a member is considered a serious act of misconduct. When the Appraisal Institute concludes that prohibited harassment has occurred, it will take prompt and effective corrective action against the member to ensure that the harassment does not occur again and to remedy the effects of prior harassment.

## **Relationships between Appraisal Institute Members and Employees**

Because of potential conflicts of interest, security issues, and other concerns, the Appraisal Institute prohibits romantic or sexual relations between Appraisal Institute members and employees to the extent permitted by law.