

**IDAHO LEGISLATIVE ADVISORS
RESPECTFUL WORKPLACE POLICY FOR MEMBERS**

A. IDAHO LEGISLATIVE ADVISORS PROHIBITS WORKPLACE HARRASSMENT

The Idaho Legislative Advisors is committed to creating and maintaining a respectful work environment for all members, legislative employees, legislative partners, the press, and guests testifying before committee or visiting the Capitol. Members, legislative employees, and legislative partners have the right to an environment that is free from harassment and discrimination. The Idaho Legislative Advisors expressly prohibits harassment, including sexual harassment, and discrimination based on an individual's race, color, religion, sex, national origin, age, or disability. To that end, the Idaho Legislative Advisors, through this policy and by its actions, will strive to prevent, eliminate, and impede the recurrence of harassing and discriminatory behavior and retaliation against individuals who report, in good faith, violations of this policy. The Idaho Legislative Advisors will address with equal scrutiny those complaints that are found to be made in bad faith.

The Idaho Legislative Advisors emphasizes that all those to whom this policy applies are responsible for fostering and modeling respectful behavior in the Capitol and any other locations where legislative business is conducted. Likewise, all those to whom this policy applies have the personal and professional responsibility to maintain the confidentiality of any complaint reported and investigation conducted pursuant to this policy.

B. APPLICABILITY OF POLICY

This policy is applicable to all members of the Idaho Legislative Advisors and any legislative partners working with members to conduct legislative business. The term "legislative partners" is defined in Section C of this policy.

This policy applies to business conducted in the Capitol and to all events, locations, and times in which the member is acting in official capacity. Examples of potential off -site events covered by this policy include, but are not limited to:

1. Legislative events
2. Lobbyist -sponsored receptions
3. Campaign and/or political party fundraisers
4. Off -site trainings
5. Travel to and from official events

Any complaints concerning alleged violations of this policy related to interactions with legislative partners or others sponsored to serve in the Capitol by an outside organization will be assessed under this policy and also under the policy of the legislative partners' sponsoring organizations. Outside organizations who employ legislative partners or sponsor individuals to serve in the Capitol are encouraged to develop their own Respectful Workplace policies that set forth standards and expectations for professional behavior. Outside organizations who do business or otherwise sponsor individuals to serve in the Capitol may be asked for a copy of the organization's Respectful Workplace policy or its equivalent.

C. GENERAL DEFINITIONS

1. "Member" means a member of the Idaho Legislative Advisors.
2. "Legislative Partner" includes, but is not limited to, elected officials, non-member lobbyists, clients, representatives of state agencies, members of the media, and other individuals conducting business in the Capitol.
3. "Protected Status" as used in this policy means race, color, religion, sex, national origin, age, and/or disability.

D. WORKPLACE HARASSMENT IS PROHIBITED

Workplace harassment is prohibited. Workplace harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, or genetic information where:

1. Enduring the offensive conduct becomes a condition of continued employment; or
2. The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Sexual harassment is prohibited. Sexual harassment includes unwelcome sexual advances or requests for sexual favors. Other verbal, nonverbal, or physical conduct of a sexual nature may also constitute "sexual harassment" when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or advancement;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or advancement decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Prohibited harassment includes harassment based on any other protected status. Workplace harassment may include, but is not limited to: offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Petty slights, annoyances, and isolated incidents (unless extremely serious) do not constitute workplace harassment.

The following are several examples of conduct that may constitute workplace harassment:

1. Verbal
 - a. Discussing sexual topics in the workplace, such as sexual practices or preferences or telling sexual jokes or stories; or
 - b. Voicing opinions or assumptions that an employee is or is not capable of certain tasks due to his/her protected status; or

- c. Using slang terms or assigning a nickname to another individual based on or related to the individual's protected status.

2. Nonverbal

- a. Making gestures to mimic an individual's disability or other protected status; or
- b. Posting offensive pictures or phrases; or
- c. Forwarding emails that contain offensive pictures or language.

3. Physical

- a. Pushing, shoving, or assaulting another individual; or
- b. Unwanted or unwelcome kissing, touching, or brushing of another's body; or
- c. Unwanted or unwelcome sexual contact, intercourse, or sexual assault.

The above examples are not an exhaustive list. Other acts may constitute harassment depending on the circumstances of the specific situation. In that regard, the following should be kept in mind:

1. A single incident may or may not constitute harassment;
2. Whether a particular action is harassment will depend on the facts, and determinations will be made on a case-by-case basis;
3. Conduct or communications that might be offensive to one person may not be offensive to another person;
4. Conduct or communications that might have been acceptable between two individuals at one time may become unacceptable at a later time;
5. Working within the legislative environment often includes interactions with minors. Adults must take particular care to avoid behavior that could violate this policy or otherwise be construed as inappropriate.

E. COMPLAINTS REGARDING WORKPLACE HARASSMENT

Anyone who believes he or she has been subject to or otherwise witnessed workplace harassment prohibited by this policy is encouraged to address the matter directly with the perpetrator. If, for whatever reason, the person does not feel comfortable directly addressing the matter with the perpetrator, the person should submit a complaint directly to a member of the Idaho Legislative Advisors Board of Directors.

F. RETALIATION PROHIBITED

Retaliation is strictly prohibited against individuals because they complained of workplace harassment or assisted or participated in an investigation of alleged workplace harassment. Any person who believes that he or she may have been retaliated against for having complained of workplace harassment or for having assisted or

participated in an investigation related to an allegation of workplace harassment should report that information to one of the contact persons identified above in section E.

G. COMPLAINTS SUBMITTED TO ILA

When a respectful workplace complaint is made, the Idaho Legislative Advisors Board of Directors shall meet, per the guidelines set out in the Idaho Legislative Advisors Bylaws under Article VIII: Suspension or Expulsion of Association Member.