

Bedford Community Access Television, Inc.
Anti-Discrimination and Anti-Harassment Policy

Presented at the July 2015 Bedford TV board/staff meeting

Anti-Discrimination

Bedford Community Access Television, Inc. (Bedford TV) is an equal opportunity employer and will ensure against discrimination on the basis of race, creed, color, national origin, gender, or sexual orientation in employment, recruitment, compensation, promotions, termination, or other conditions of employment.

Anti Harassment

Bedford Community Access Television, Inc. (Bedford TV) is committed to providing a work environment that is free from harassment. Harassment based upon an individual's gender or sexual orientation, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated.

All employees, including supervisors and other management personnel, are expected and required to abide by this policy.

Sexual harassment is defined as any behavior of a sexual nature that is unwelcome and offensive to the person or persons to whom it is targeted. Examples may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, or displays of pornographic or sexually explicit pictures, drawings, or caricatures. Use of the employer's computer system for the purpose of viewing, displaying, or disseminating material that is sexual in nature may also constitute harassing behavior.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when

- *Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment;*
- *Submission to or rejection of such conduct by an individual is used as the basis for decisions about employment, promotion, transfer, selection for training, performance evaluations, benefits, or other terms and conditions of employment; or*
- *Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment or substantially interferes with an employee's work performance*

Reporting Discrimination or Harassment

No person will be adversely affected as a result of bringing complaints of discrimination or harassment.

If an employee feels that he or she has been discriminated against or harassed on the basis of gender or sexual orientation, race, national origin, ethnic background, or any other legally protected characteristic the employee should immediately report the matter to their supervisor. If that person is not available, or if the employee feels it would be unproductive to inform that person, the employee should immediately contact a member of the Bedford TV Board of Directors and submit a written complaint describing the discriminatory or harassing behavior.

Once the matter has been reported, it will be promptly investigated by at least two persons and any appropriate corrective action will be taken. All complaints of unlawful harassment will be handled confidentially, and in as discreet a manner as is possible.

The procedure for reporting incidents of harassing behavior is not intended to impair, replace, or limit the right of any employee to seek a remedy under available state or federal law by immediately reporting the matter to the appropriate state or federal agency.

Any employee engaging in improper harassing behavior will be subject to disciplinary action, up to and including the possible termination of employment.