



Karen Organization of Minnesota

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ရွှေကုလွဲဒဲးမေန်ကိနီဒဲးထဲဝါး ကညီကရင်မိနီဒဲးထဲဝါး  
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EIN: 30-0438142

*Mission: To enhance the quality of life for all refugees from Burma in Minnesota*

## **1.8 Inappropriate Conduct and Anti-Harassment Policy**

Karen Organization of Minnesota is committed to maintaining a work environment that is free from unlawful discrimination and harassment, including unlawfully intimidating, hostile, or offensive conduct. Discrimination, harassment, and other inappropriate conduct that is based on or is directed toward someone because of sex, race, color, national origin, ancestry, religion, disability, age, sexual orientation, or any other unlawful basis is against Karen Organization of Minnesota's policy and will not be tolerated. Voice-mail and electronic communications (such as e-mail and Internet use) are covered by this policy in the same manner as other communications and actions.

### **1.8.1 Prohibited Conduct Defined**

For the purpose of this policy, prohibited conduct includes verbal, visual, or physical conduct that (1) relates to another person's sex, race, color, national origin, ancestry, religion, disability, age, sexual orientation, or other status protected by law, or (2) is directed toward another person because of that person's sex, race, color, national origin, ancestry, religion, disability, age, sexual orientation, or other status protected by law, where such conduct may have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Prohibited conduct may include, among other things, telling racist or sexist jokes or making offensive or derogatory remarks about another person's sex, race, color, ancestry, national origin, age, religion, sexual orientation, marital status or disability. Prohibited conduct includes among other things, sexual harassment as defined below.

Prohibited conduct may occur not only through personal contact, comments, visual displays, or observation, but also through exposure to media such as e-mail; display of Internet sites or other material or information on computer monitors; or radio or television "talk shows" or other broadcasts containing sexually explicit, vulgar, profane, or otherwise offensive language.

### **1.8.2 Sexual Harassment Defined**

Unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment and are prohibited, where:

- (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- (b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (c) 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.



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Sexually harassing conduct may include, among other things, use of suggestive sexual comments, jokes, or innuendo; persistent, unwanted flirtation or invitations for dates or other social activities; unwelcome sexual advances or passes; sexual remarks or questions about a person's body, clothing, or sexual activities; patting, pinching, or other offensive touching; or displays of sexually suggestive pictures or objects. Sexually harassing conduct may include conduct between persons of the same gender.

### **1.8.3 Persons Covered**

Unlawful discrimination and harassment is prohibited whether it is committed by managers, co-workers, or non-employees, including directors, vendors, suppliers, and clients. Karen Organization of Minnesota personnel must not engage in prohibited conduct against Karen Organization of Minnesota personnel or personnel of Karen Organization of Minnesota's vendors, suppliers, or clients.

### **1.8.4 Complaint Procedure**

- (a) Employee Responsibility: Employees who become aware of or are subject to unlawful discrimination or harassment should immediately notify Karen Organization of Minnesota's Executive Director. If it is not possible or practical to notify the Executive Director, employees should notify the Chairman of Karen Organization of Minnesota's Board of Directors. Karen Organization of Minnesota may ask that complaints be put in writing and signed by the complainant, to facilitate the investigation process. In addition, for employees who are comfortable doing so, telling the person who is engaging in inappropriate behavior to stop is often the most effective way to stop objectionable behavior.
- (b) Supervisor Responsibility: Supervisors who become aware of any incidents or alleged incidents of unlawful discrimination or harassment must immediately report them in the manner set forth in paragraph 1.8.4(a) above. Supervisors who receive complaints of discrimination or harassment must consult the Karen Organization of Minnesota Executive Director before undertaking an investigation or other action. Any supervisor who fails to report allegations of discrimination, harassment, or other prohibited conduct or who otherwise fails to deal properly with such allegations may be subject to discipline, up to and including termination.
- (c) Investigation and Response: Karen Organization of Minnesota will take prompt action to investigate allegations of unlawful discrimination or harassment. Based upon its investigation, Karen Organization of Minnesota will take immediate and appropriate corrective action. Any employee found to have engaged in discrimination, harassment, or other prohibited conduct will be subject to appropriate discipline up to and including discharge. Immediate and appropriate steps will also be taken if any non-employee (such as a vendor, supplier or client) is found to have unlawfully discriminated against or harassed any employee of Karen Organization of Minnesota.



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- (d) Confidentiality and Non-retaliation: Reports of discrimination or harassment will be kept confidential to the extent possible, consistent with the need for a thorough investigation. Karen Organization of Minnesota will not retaliate or take any form of reprisal against any victim of or witness to discrimination or harassment, and any such retaliation or reprisal by a Karen Organization of Minnesota employee is forbidden. Any employee who retaliates against another employee or witness because of a good faith complaint of discrimination or harassment, or because of good faith participation in any investigation, may be subject to discipline, up to and including termination of employment. Karen Organization of Minnesota encourages employees to report any incident of possible discrimination or harassment.

### **1.8.5 Implementation**

Karen Organization of Minnesota expects the cooperation of all employees in making this policy work. Karen Organization of Minnesota's intent in preparing, implementing, and distributing this policy is to help ensure compliance with federal, state, and local laws. This policy is not intended to impose any contractual obligations on Karen Organization of Minnesota or any of its employees or representatives. Questions about this policy should be directed to the Executive Director.