

# FILTERPHOTO

Preventing Harassment and Discrimination

## Statement of Policy

Filter Photo, NFP (“Organization” or “Filter”) is dedicated to an open, inclusive, and supportive environment for all its patrons, staff, and volunteers. This policy describes our expectations as we work together to maintain a respectful environment, free from discrimination, harassment, and retaliation.

## Purpose

Respectful, professional conduct promotes productivity, minimizes disputes and is consistent with our purpose and values.

## Scope and Applicability

This policy applies to all patrons, staff, Board members, volunteers, and anyone else on at Filter Space, a Filter-sponsored event including Filter Photo Festival, or offsite with other Filter employees, patrons, Board members, volunteers, contractors, or vendors. Further, we do not tolerate harassment of employees by non-employees, and we do not tolerate harassment of non-employees by employees.

## Prohibited Conduct

The Organization does not permit discrimination or harassment of any kind based on an individual's:

- Race
- Color
- Religion (including religious dress and grooming practices)
- Sex (including pregnancy, childbirth, breastfeeding, or related medical conditions)
- Gender, gender identity or gender expression
- National origin (including language use restrictions)
- Ancestry
- Age
- Disability (physical and mental, including HIV and AIDS)
- Legally protected medical condition (genetic characteristics, cancer or a record or history of cancer),
- Genetic information
- Marital status
- Sexual orientation
- Veteran status (disabled veterans, recently separated veterans, active-duty wartime or campaign badge veterans, Armed Forces service medal veterans)

- Military status
- Citizenship status

Or any other status that is protected by law.

Any discriminatory or unwelcome physical conduct and or actions including any communications, either verbal or written, directed at an individual because of his or her protected status is prohibited.

Examples of unwelcome conduct prohibited by this policy include but are not limited to:

- Epithets
- Slurs
- Negative stereotyping
- Intimidating acts
- Circulating or posting of written or graphic materials that show hostility toward individuals because of their protected status

Any complaint of conduct that is inconsistent with this policy will be taken seriously and investigated promptly. Anyone who has any information relating to improper conduct under this policy should report that that information immediately to the Executive Director and/or to any member of the Executive Committee of the Board of Directors. Retaliation against anyone involved in the reporting of prohibited conduct or the investigation of a complaint will not be tolerated.

Even if the inappropriate conduct is not unlawful, it may still violate this policy and may result in disciplinary action up to and including termination of employment.

## Sexual Harassment

Sexual harassment is illegal in the City of Chicago. Filter Photo takes sexual harassment very seriously and it is important to understand that it will not be tolerated. Filter Photo staff participate in sexual harassment prevention training annually as mandated by the City of Chicago. This policy prohibits harassment based on sex or gender regardless of whether the offensive conduct is sexual in nature. Any unwelcome conduct based on sex or gender is also prohibited by this policy regardless of whether the individual engaged in harassment and the individual being harassed are of the same or different sex.

Unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct based on sex may constitute unlawful sexual harassment when:

- Submission to such conduct becomes an implicit or explicit term or condition of employment
- Submission to or rejection of the conduct is used as the basis for any employment decision or
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working and learning environment.

Examples of sex or gender-based harassment prohibited by this policy include:

- Offensive sex-oriented verbal kidding, teasing or jokes
- Repeated unwanted sexual flirtations, advances, or propositions

- Continued or repeated verbal abuse based on gender
- Graphic or degrading comments about an individual's appearance or sexual activity
- Offensive visual conduct, including leering, making sexual gestures, the display of offensive sexually suggestive objects or pictures, cartoons or posters
- Unwelcome pressure for sexual activity
- Offensively suggestive or obscene letters, notes or invitations
- Offensive physical contact such as patting, grabbing, pinching, or brushing against another's body

Sexual harassment can occur when a relationship that was once consensual but later changes making the conduct no longer welcome.

Even when the unwelcome conduct is not severe or pervasive enough to constitute unlawful harassment, the Organization forbids such conduct.

### Freedom of Expression

Filter is committed to the principle of free inquiry and artistic expression. Vigorous and provocative discussion and presentation of artistic works are fundamental to Filter's mission, and the prohibited conduct and sexual harassment policy is not intended to limit this freedom. However, prohibited harassment is neither legally protected expression nor the proper exercise of academic freedom. It compromises the integrity of the Organization, its tradition of intellectual freedom, and the trust placed in its members.

### Procedures

#### Reporting Complaints

Employees, patrons, volunteers, or anyone else who believes that they have experienced or witnessed any conduct that is inconsistent with this policy should immediately notify the Executive Director and/or the any member of the Executive Committee of the Board of Directors.

The Organization emphasizes that an employee or anyone else who has witnessed or experienced conduct inconsistent with this policy is not required to report the conduct to any individual who has engaged in the prohibited conduct.

#### Employee Responsibilities

Employees are required to participate in a one-hour sexual harassment training annually. Everyone at the Organization is responsible for helping to keep our workplace free from prohibited discrimination or harassment. Everyone is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited discrimination or harassment under this policy. It is each individual's voluntary choice whether or not to inform the person whose conduct they find unwelcome. However, informing the person does not relieve the individual of the need to report the conduct to the organization. If an employee notifies the offender, the employee should still report the situation in accordance with the reporting procedure set forth in this policy.

## Right to File a Claim with Government Agency

Employees can contact the nearest office of the federal Equal Employment Opportunity Commission (EEOC) or state or local governmental agency by checking the federal, state, or local government listings in the local telephone directory. Using the Organization complaint process does not prevent an employee from filing a claim with a federal, state, or local government agency. An employee has up to 365 days from the first alleged act of discrimination or harassment to file a claim with the EEOC. You may also file a claim with the Illinois Department of Human Rights. Employees are advised to seek independent advice about the applicable time period for filing claims with government agencies.

Call the State of Illinois Sexual Harassment and Discrimination Helpline for assistance. Calls are confidential and can be made anonymously.

Call: 1-877-236-7703

Visit [www.Illinois.gov/SexualHarassment](http://www.Illinois.gov/SexualHarassment)

## Organization Response

All complaints describing conduct that is inconsistent with this policy will be investigated in a timely manner. The complainant will be informed in a timely manner of the outcome of the investigation. Based upon the findings of the investigation, the Organization will take further appropriate action to address violations of this policy. The Organization also might conclude, depending on the investigation, either that no violation of policy occurred or that the Organization cannot conclude whether or not a violation occurred.

If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, the Organization will take corrective action, including disciplinary action up to and including termination of employment, as is appropriate under the circumstances. The Organization may discipline an employee for any inappropriate conduct discovered in the course of investigating any complaints made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of this policy. If the person who engaged in inappropriate conduct is not employed by the Organization, then the Organization will take whatever corrective action is reasonable and appropriate under the circumstances.

## Policy Against Retaliation

Retaliation for reporting sexual harassment is illegal in the City of Chicago. Filter Photo prohibits anyone from treating any employee, former employee, student, volunteer, applicant, or any person who provides services to or receives services from the Organization adversely for reporting harassment or discrimination, for assisting anyone in making a report, for cooperating in a harassment or discrimination investigation, for filing an administrative claim with the EEOC or state or local government agency, or for cooperating in any government investigation. Anyone who experiences or witnesses any conduct they believe to be retaliatory should immediately follow the reporting procedures stated above.

## Confidentiality

In investigating complaints and taking any corrective action for conduct inconsistent with this policy, the Organization will attempt to preserve confidentiality to the extent that the needs of the situation permit.