

**Texas State Florists Association
Policies and Procedures**

Title: Harassment and Discrimination

Effective Date: May 15, 2022

OBJECTIVE

Texas State Florists Association ("TSFA") is committed to providing a professional environment that is free from harassment and discrimination in which all individuals are treated with respect and dignity, including employees, contractors, members, volunteers, vendors and guests taking part in TSFA-sponsored events and activities. Each individual has the right to work in a professional atmosphere free from unlawful harassment, discrimination, and retaliation.

This policy applies to conduct by employees, contractors, members, volunteers, board and committee members, vendors and guests taking part in TSFA-sponsored events and activities ("Covered Individuals) and applies to complaints of harassment that involve Covered Individuals at all TSFA events including, without limitation, board and committee meetings, conferences, educational and training seminars and classes, and all other TSFA programs and events.

In order to provide all participants at events, including members and other attendees, speakers, exhibitors, sponsors, employees, contractors, and volunteers, the opportunity to interact professionally and benefit from the event, TSFA is committed to providing a safe and productive environment free of discrimination, hostility, harassment, and retaliation based on race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, or any other characteristic protected by law.

TSFA has a zero-tolerance policy for discrimination, harassment, and retaliation and is committed to enforcing this policy at all TSFA events. TSFA will not tolerate or condone any actions which constitute harassment of an employee on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, or any other characteristic protected by law. TSFA prohibits all such discrimination and harassment.

HARASSMENT DEFINED

Harassment on the basis of any protected characteristic is also strictly prohibited. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their sex, race, color, creed, religion, sexual orientation, gender identity or expression, national origin, age, disability, or any other characteristic protected by law and that:

- (1) has the purpose or effect of creating an intimidating, hostile or offensive environment;
- (2) has the purpose or effect of unreasonably interfering with an individual's work performance or ability to participate in TSFA events; or

- (3) otherwise adversely affects an individual's employment opportunities or ability to participate in TSFA events.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace.

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. Specifically, TSFA prohibits the following sexually harassing behavior:

- unwelcome sexual advances;
- requests for sexual favors, whether or not accompanied by promises or threats relating to the employment relationship;
- other verbal or physical conduct of a sexual nature that may threaten or insinuate either explicitly or implicitly that any employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development;
- any verbal or physical conduct that has the purpose or effect of substantially interfering with an employee's ability to do his or her job; and
- any verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Examples of inappropriate verbal conduct include jokes, foul language, sexual comments or flirtations, or inappropriate remarks about body parts. Examples of inappropriate physical conduct include any unwanted or improper touching, such as patting, pinching, or intentionally brushing up against someone.

PROHIBITED CONDUCT

As a professional organization, TSFA is committed to diversity, equity, professional treatment of ideas, and respectful treatment of all members, volunteers, employees, vendors and guests taking part in TSFA-sponsored events and activities. TSFA seeks to provide a professional atmosphere in which diverse participants may learn, network, and participate in an environment of mutual respect. Conduct that is prohibited includes:

- Harassment or intimidation based on race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, or any other characteristic protected by law

- Sexual harassment or intimidation, including unwelcome sexual attention, stalking, or unsolicited physical contact
- Harassment, intimidation, or coercion based upon a position as a board member, committee member or any position of influence
- Abusive, lewd, or threatening conduct
- Bullying, harassment or unprofessional conduct toward employees, volunteers, members, or other participants at TSFA events
- Physical violence or threats of violence
- Sexually charged communications or conduct

REPORTING ACTS OF DISCRIMINATION, HARASSMENT OR RETALIATION

TSFA cannot take action to stop conduct if it does not know of the conduct. TSFA encourages Covered Individuals to report all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Covered Individuals who believe they have been the victim of such conduct should report their concerns to TSFA's Executive Director or Board President.

TSFA encourages the prompt reporting of complaints of concerns so that immediate action can be taken, if appropriate. A Covered Individual making a complaint may be asked to put the complaint in writing.

In the event that a Covered Individual feels that his or her physical safety is in jeopardy, TSFA encourages the individual to contact the appropriate law enforcement agency to make a report.

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved as well as witnesses to the conduct. TSFA will maintain confidentiality to the extent consistent with appropriate investigation and corrective action.

If it is determined that a Covered Individual has engaged in prohibited conduct, TSFA shall determine the appropriate action to be taken, which may include, but is not limited to:

- Private reprimand
- Expulsion from the TSFA event without warning or refund
- Implementation of conditions upon attendance at future TSFA events
- Removal of the individual as a board or committee member
- Restriction from attendance at future TSFA events
- Revocation of membership in TSFA, if applicable
- A temporary or permanent prohibition on attendance, sponsorship or any other vendor or contract relationship with TSFA

RETALIATION

Retaliation against a Covered Individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation and is strictly prohibited. Acts of retaliation should be reported immediately and will be promptly addressed.