



ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY

Long Island Language Teachers, Inc. ("LILT") will not condone, permit or tolerate any form of discrimination and/or harassment by or against any employee, customer, vendor, independent contractor, member or other individual with whom our employees/volunteers, members and/or independent contractors come into contact in connection with their employment/duties performed on behalf of LILT based upon age, race, color, creed, religion, sex, sexual orientation, national origin, disability or other protected class or characteristic established under applicable federal, state or local statute or ordinance.

Sexual harassment is a form of illegal sex discrimination. Sexual harassment refers to behavior that is unwelcome, personally offensive, and which interferes with our work effectiveness. Federal law defines unlawful sexual harassment as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, whether by male or female, when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment/volunteer service, (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's service and/or participation in organizational activities or creating an intimidating, hostile or offensive environment.

Individuals who believe they have been subjected to discrimination or harassment as described or have questions about whether certain conduct is unlawful should immediately speak to any former President actively serving on the Executive Board or the current President. This is particularly important in cases involving sexual harassment where there can be uncertainty about what constitutes unlawful conduct.

Any former President who receives a complaint of discrimination or harassment or becomes aware of conduct that may constitute discrimination and/or harassment must immediately notify the President. Should the President be unavailable for any reason, the person who is in receipt of a complaint and/or aware of prohibited conduct may notify the First Vice President in lieu of the President. The First Vice-President shall then notify the President as soon thereafter as practicable, so that an investigation may be undertaken.

All complaints will be investigated promptly and the existence of a complaint will be disclosed only to the extent necessary to make a prompt and thorough investigation or to take appropriate corrective measures. In all cases, the person who initiated the complaint will be informed of the findings and disposition of the matter at the conclusion of the investigation. The Executive Board will ensure that there is no coercion, retaliation, intimidation, discrimination or harassment directed against any individual who registers a complaint or serves as a witness on behalf of another individual.

Persons who engage in prohibited discrimination or harassment will be subject to appropriate discipline up to and including termination of employment, service and/or membership in LILT.

I confirm I have read, understood and accept the above written Anti-Discrimination and Anti-Harassment Policy, and I will abide by it.

Signature

Office

Date