**WIFMCO Official Document**

**POLICY AGAINST DISCRIMINATION AND HARASSMENT**

Women in Film and Media Colorado (“WIFMCO”) will not tolerate harassment or discrimination of any kind at any event or sponsored activity.  Harassment and discrimination are wholly inconsistent with the values and mission of WIFMCO.

WIFMCO will not tolerate any type of discriminatory, unwanted, and/or unwelcome behavior directed toward another person based on that person’s gender, (including pregnancy, childbirth, related medical conditions and breastfeeding), or harassment based on such factors as race, color, religion, national origin, ancestry, age, physical or mental disability, medical condition, genetic information, marital status, sexual orientation, gender, gender identity or expression, transsexual or transgender status, family care leave status, military or veteran status, or any other legally-protected characteristic.

This policy extends to all WIFMCO members and board members, and to all WIFMCO meetings, events and activities, whether or not attendees or participants are being paid.   WIFMCO also expects and requires all event attendees to abide by this policy.

Harassing conduct can take many forms and includes, but is not limited to, slurs, jokes, statements, gestures, pictures, or cartoons regarding an individual’s legally-protected characteristics.  Sexually harassing conduct in particular includes all of these prohibited actions, as well as other unwelcome conduct such as requests for sexual favors, conversation containing sexual comments, and unwelcome sexual advances.

 In addition, certain behaviors, such as conditioning awards, training or other benefits upon acceptance of unwelcome actions of a sexual nature, are prohibited by this policy and will not be tolerated.

Unwelcome actions such as the following are inappropriate and, depending on the circumstances, may in and of themselves constitute prohibited harassment or discrimination:

* Pranks, or repeated teasing, jokes, or innuendo;
* Verbal comments or abuse.
* Touching or grabbing, especially of a sexual nature;
* Repeatedly standing too close to or brushing up against a person;
* Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested;
* Giving gifts or leaving objects that are sexually suggestive; or
* Making sexually suggestive gestures;

Sexual harassment can be directed toward a man or a woman. Same-sex sexual harassment also is prohibited by this policy.

Although discouraged, an individual’s rude, opinionated, or hostile behavior, which does not implicate a person’s protected characteristics or rise to the level of the prohibited behavior outlined above, may not alone constitute prohibited discrimination or harassment.

 Similarly, “flirting” alone does not always rise to the level of prohibited harassment if not unwelcome or otherwise meeting the above characteristics, although each case must be assessed on an individual basis.

If a board member receives an allegation of harassment, or has reason to believe harassment is occurring, he or she will inform the Board, which will take the necessary steps to ensure that the matter is promptly, fairly, and thoroughly investigated, and in a confidential manner to the extent possible.

If the allegation is determined to be credible, the Board will take immediate and effective measures to end the unwelcome behavior, whether or not the individual wishes to file a formal complaint. Any member or board member found to have committed an act of prohibited harassment or discrimination will be subject to the termination of their membership or board position and may be banned from future WIFMCO events. Any non-member found to have committed an act of prohibited harassment or discrimination may be ejected from an event and/or banned from future WIFMCO events.  Such conduct also may be a violation of federal, state and local laws, which may subject the individual to personal liability for any such unlawful conduct.

Any current board member may serve as a contact person for any harassment or discrimination complaints.

The Board will seek to protect the identities of the complainant and alleged wrongdoer, except as reasonably necessary (for example, to complete an investigation successfully). **All WIFMCO members and anyone attending a WIFMCO event agrees not to hold WIFMCO liable for any perceived or real loss or damage due to any investigation into allegations of harassment**. Board members will also take the necessary steps to protect from retaliation those individuals who in good faith report incidents of potential harassment and/or in good faith participate in a related investigation. It is a violation of this policy to retaliate against someone who has reported possible harassment or discrimination in good faith.

Members are encouraged and expected to report suspected harassment or discrimination as soon as possible to a board member, and board members are encouraged and expected to report suspected harassment or discrimination as soon as possible to the Board.