

Hawai`i Association for College Admission Counseling

**ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY**

As approved by the Executive Board: effective August 29, 2011

**ARTICLE I. PURPOSE**

1. The Hawai`i Association for College Admissions Counseling (HACAC) will not condone, permit or tolerate any form of discrimination and/or harassment by or against any member, client, student, vendor, independent contractor or other individual with whom our members come into contact in connection with their service to our organization 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.

**ARTICLE II. DEFINITIONS**

1. Sexual harassment is a form of illegal sex discrimination. Sexual harassment refers to behavior that is unwelcome, personally offensive, and which interferes with our effectiveness of service. 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
  - a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's membership,
  - b. submission to or rejection of such conduct by an individual is used as a basis for membership decisions affecting such individual, or
  - c. such conduct has the purpose or effect of unreasonably interfering with an individual's service performance or creating an intimidating, hostile or offensive service environment.

**ARTICLE III. PROCEDURES**

1. 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 an Executive Board member of HACAC. This is particularly important in cases involving sexual harassment where there can be uncertainty about what is unlawful conduct.
2. Executive Board members who receive complaints of discrimination or harassment or who are made aware of conduct that may constitute discrimination or harassment must immediately notify the HACAC President (or, if appropriate, a peer Executive Board member, in place of the President).
3. 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.