

Los Abogados Hispanic Bar Association Policy Against Harassment & Bullying

Los Abogados is committed to providing a harassment-free environment. Los Abogados will not tolerate harassment against any individual associated with the organization, regardless of race, color, religion, sex, national origin, age, disability, veteran or military status, sexual orientation, gender identity, genetic information/predisposition, or any other status protected by federal, state, or local law. Los Abogados also prohibits harassment based upon the perception that a person has, or is associated with a person who has, any of these characteristics.

This policy applies to all individuals associated with the organization while attending Los Abogados activities, meetings, events, and other functions, including without limitation, the Board of Directors, Los Abogados members, students, event attendees, guests, participants, speakers, sponsors, volunteers, vendors, and community partners.

Los Abogados prohibits verbal or physical conduct by any individual covered under this policy, which harasses another person involved with the organization, or which creates an intimidating, offensive, or hostile environment. This includes sexual harassment and bullying.

Sexual Harassment

Sexual harassment may include, but is not limited to:

- Unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons, or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, sexual jokes, or comments about an employee's body or dress.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.
- Continuing to express sexual interest after being informed that the interest is unwelcome.
- Coercive sexual behavior used to control, influence, or affect opportunities, or perceived opportunities within the organization.
- Offering or granting favors or opportunities within the organization in exchange for sexual favors.

- Engaging in conduct of a sexual nature that has the purpose or effect of substantially interfering with an individual's participation with the organization, or creating an intimidating, hostile, or offensive environment.

Bullying

Los Abogados will not tolerate any behavior at Los Abogados activities, meetings, events, and other functions that constitutes bullying.

Bullying may include, but is not limited to:

- Behavior that is persistent, malicious, severe and pervasive, unwelcome or unreasonable behavior that harms, degrades, demeans, intimidates, or humiliates people either as individuals or as a group.
- Intentional behavior used to create an abusive, hostile, offensive environment.
- Use of disrespectful, belittling, and devaluing language.
- Unwanted physical contact.
- Persistent or constant criticism in front of others for the purpose of humiliating another individual.
- Repeated infliction of verbal abuse, such as the use of derogatory remarks, insults and epithets.
- Intimidating an individual through inappropriate personal comments, disparaging opinions or criticism with no basis in fact.

Reporting and Complaint Procedure:

If you believe you have been harassed or bullied, or have witnessed harassment or bullying at any Los Abogados activities, meetings, events, and other functions, we encourage you to promptly report it or complain to any member of the Executive Committee or any member of the Los Abogados Board of Directors with whom you feel comfortable. Any member of the Executive Committee or Board of Directors who witnesses or receives a report or complaint of harassment or bullying must report it to the President of Los Abogados. If the complaint involves the President, it must be raised with the next ranking Executive Committee member not involved.

Los Abogados is committed to investigating each complaint and to taking appropriate action to correct any inappropriate conduct in violation of this policy, including but not limited to removing officers and board members from their positions, revoking membership with the organization, and expelling individuals from Los Abogados events without a refund, as permitted in the organization's by-laws. In investigating the complaint, Los Abogados will maintain confidentiality to the extent reasonably possible.

Retaliation Prohibited:

Los Abogados prohibits retaliation against anyone who reports potential harassment or bullying or participates in an investigation of such a complaint. Anyone who engages in retaliatory action will be subject to appropriate corrective action, including without limitation, removal of officers and board members from their positions, having their membership with the organization revoked, and being expelled from Los Abogados events without a refund as permitted in the organization's by-laws.

**Los Abogados Hispanic Bar Association
Reporting Concerns**

If you have a suggestion or concern, Los Abogados wants to know about it. In most cases, individuals will get satisfaction by discussing the matter directly with any individuals involved. However, Los Abogados recognizes that not all complaints will be satisfactorily resolved directly between the parties.

For concerns or complaints which cannot be resolved informally between those involved, please feel free to raise those with any member of the Executive Committee or any member of the Los Abogados Board or Directors with whom you feel comfortable. Any member of the Executive Committee or Board of Directors who receives a complaint or concern under this policy must report it to the President of Los Abogados. If the complaint or concern involves the President, it must be raised with the next ranking Executive Committee member not involved. Upon request, confidentiality will be maintained to the extent reasonably possible. All complaints and concerns will be given prompt and objective consideration in an atmosphere of mutual assistance.