

IREM[®] Harassment Policy

IREM Statement of Policies

Article 1: Organization

Section 1.9: Governance and Volunteer Participation

As approved by Governing Council on October 12, 2023.

1.9 Harassment

This policy covers both IREM (including IREM chapters) and the IREM Foundation.

- 1.9.1 IREM is dedicated to providing safe, harassment-free, and inclusive membership experiences, meetings, events, and employment for all individuals. IREM prohibits all forms of illegal harassment, including sexual harassment, from members, volunteers, employees, and participants, including verbal and nonverbal harassment based on race, sex, age, disability, perceived disability, marital status, appearance, sexual orientation, gender identity, color, religion, ethnicity, national origin, genetic information, military or veteran status, or any other category protected by applicable law. Any violations will be taken seriously.
- (a) "Participant" refers to anyone present at an IREM event or meeting, including but not limited to, all attendees, members, volunteers, guests, speakers, employees, vendors, exhibitors, sponsors, Industry Partners, and any other contracted parties.
 - (b) "Meeting" refers to any coming together of two or more people in connection with the mission or work of IREM, whether or not the persons are IREM members.
 - (c) "Events" refers to any coming together for an IREM-hosted program, course, or social gathering.
- 1.9.2 IREM maintains zero tolerance for any form of harassment including sexual harassment, racism, discrimination, bias, bullying, and retaliation. Zero-tolerance means that no form of discriminatory or harassing conduct by or toward any member, volunteer, employee, or participant will be tolerated.
- 1.9.3 Definitions and unaccepted behaviors
- (a) Prohibited harassment includes all unwelcome behavior based on a protected characteristic where the purpose or effect of the behavior is to create a hostile, abusive or intimidating environment, or where the behavior otherwise adversely affects an individual's ability to participate in or at IREM-related activities, or adversely affects an IREM staff member's employment.
 - (b) Verbal harassment includes but is not limited to comments that are offensive or unwelcome regarding a person's race, sex, age, disability, perceived disability, marital status, appearance, sexual orientation, gender identity, color, religion, ethnicity, national origin, genetic information, military or veteran status, or any other protected status, including epithets, slurs, bullying, denigrating jokes, and negative stereotyping.
 - (c) Non-verbal harassment includes but is not limited to threatening, intimidating or hostile acts, and the distribution, display, or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion, or disrespect toward an individual or group because of race, sex, age, disability, perceived disability, marital status, appearance, sexual orientation, gender identity, color, religion, ethnicity, national origin, genetic information, military or veteran status or any other protected status.
 - (d) Because confusion often arises concerning the meaning of sexual harassment in particular, it deserves special mention. Sexual harassment may take many forms, including the following:

- (1) Verbal sexual harassment includes but is not limited to innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
 - (2) Non-verbal sexual harassment includes but is not limited to the distribution, display, or discussion of any written or graphic material, including calendars, posters, and cartoons that are sexually suggestive or show hostility toward an individual or group because of sexual orientation, gender, or gender identity; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, facsimiles, emails, photos, text messages, tweets, and social media posts; or other forms of communication that are sexual in nature and offensive.
 - (3) Physical sexual harassment includes but is not limited to unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.
 - (4) The use of email, voicemail, or other electronic messaging systems, or the Internet, may give rise to liability for harassment.
- (e) Members, volunteers, employees, and participants may not generate, should not receive, and must not forward any message or graphic that might be taken as offensive based on sex, gender, or other protected characteristic. This includes, for example, the generation or forwarding of offensive "humor" which contains offensive terms.
- (1) Employees are reminded that the Institute's computers or company issued electronic devices and the data generated on, stored in, or transmitted to or from Institute computers or electronic devices remain the property of the Institute for all purposes. IREM retains the right to monitor its computers, computer systems, electronic devices, and networks to ensure compliance with this requirement. Employees receiving offensive messages or graphics over IREM computer equipment should report those messages to the CEO/Executive Vice President. If the harassment involves the CEO/Executive Vice President, the harassment should be reported to the IREM President. If the individual is uncomfortable reporting the harassment to the CEO/Executive Vice President or IREM President, they may report to an anonymous hotline provided by Lighthouse Services, Inc., at 833-480-0010 or www.lighthouse-services.com/irem. IREM also maintains an extensive harassment policy in the employee handbook.
 - (2) Volunteers who receive or use IREM computers or electronic devices are reminded that the Institute's computers or company issued electronic devices and the data generated on, stored in, or transmitted to or from Institute computers or electronic devices remain the property of the Institute for all purposes. IREM retains the right to monitor its computers, computer systems, electronic devices, and networks to ensure compliance with this requirement. Volunteers receiving offensive messages or graphics over IREM computer equipment should report those messages to the CEO/Executive Vice President. If the harassment involves the CEO/Executive Vice President, the harassment should be reported to the IREM President. If the individual is uncomfortable reporting the harassment to the CEO/Executive Vice President or IREM President, they may report to an anonymous hotline provided by Lighthouse Services, Inc., at 833-480-0010 or www.lighthouse-services.com/irem.

1.9.3 Reporting and investigations

- (a) IREM is committed to taking all reasonable steps to prevent harassment and will make every reasonable effort to address and correct any harassment that may occur promptly and completely. However, the Institute cannot take prompt and effective remedial action unless each individual assumes the responsibility of reporting any incident of harassment immediately to the appropriate person. Complaints should be submitted as soon as possible after an incident has occurred.

- (b) Any member, volunteer, employee, or participant who believes that they have been subjected to unlawful harassment of any kind has the responsibility to report the harassment immediately to the CEO/Executive Vice President. If the harassment involves the CEO/Executive Vice President, the harassment should be reported to the IREM President. If the individual is uncomfortable reporting the harassment to the CEO/Executive Vice President or IREM President, they may report to an anonymous hotline provided by Lighthouse Services, Inc., at 833-480-0010 or www.lighthouse-services.com/irem.
- (c) Any member, volunteer, employee, participant, or bystander who witnesses any unlawful harassment of any kind may also file a report; bystander reports are held to the same standards set forth in 1.9.4(b).
- (d) Every report of harassment will be investigated promptly and impartially by legal counsel and/or by an unbiased, third-party with expertise in conducting investigations. It shall be determined whether immediate action is necessary to stop or prevent the alleged conduct from continuing while the investigation is pending but ensure that such action is not retaliatory against the complainant or the accused.
- (e) Any individual with potential knowledge of the facts and circumstances surrounding the complaint will be interviewed. Members have a duty to cooperate with and participate in an investigation into any reported violation of this policy when asked by IREM, to do so in good faith, and to provide complete and truthful information to IREM.
- (f) The interviewer(s) shall provide a written report of factual findings and conclusions. If the investigation supports the allegations, the CEO/Executive Vice President shall work closely with legal counsel to determine appropriate corrective and remedial action, up to and including suspension or termination of membership, discharge of offending employee, removal of the offending individual from an event or meeting, barring any individual from attending future meetings or events, and/or similarly appropriate actions. The following factors will be considered:
 - (1) the severity, frequency, and pervasiveness of the conduct,
 - (2) prior complaints made by the complainant,
 - (3) prior complaints made against the accused, and
 - (4) the quality of the evidence (e.g., first-hand knowledge, credible corroboration).
- (g) If the accused is a member, the President, President-Elect, and Immediate Past President will be briefed on the investigation and will assist the CEO/Executive Vice President and legal counsel in determining the appropriate action. If one or more of the foregoing officers are named in the complaint, the CEO/Executive Vice President will identify a substitute to be selected from the leadership team or board of directors. The factors outlined in 1.9.3(f) will be considered.
- (h) The complainant and the accused will be informed of the results of the investigation and action by the CEO/Executive Vice President or legal counsel if the investigation involves an employee. If the complainant and accused involves a member, both parties will be informed of the results of the investigation and action by the President, President-Elect, or Immediate Past President. If the investigation involves the foregoing officers, the CEO/Executive Vice President will identify a substitute to be selected from the leadership team or board of directors. If the complainant and accused involves the CEO/Executive Vice President, the President and President-Elect will be informed of the results of the investigation and actions. If any investigation is inconclusive or if it is determined that there has been no violation of policy, but potentially problematic conduct may have occurred, other appropriate preventive action may be taken.

1.9.4 Retaliation

- (a) No hardship, loss, benefit, or penalty may be imposed on anyone in response to:
 - (1) Filing or responding to a bona fide complaint of discrimination or harassment.
 - (2) Appearing as a witness in the investigation of a complaint.
 - (3) Serving as an investigator of a complaint.

- (b) Lodging a complaint will not be used against anyone or adversely impact the individual's membership, contract, or employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation. Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including revocation of membership, termination of contract, or termination of employment.

1.9.5 Confidentiality

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation, and adequate steps will be taken to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files with the CEO/Executive Vice President or legal counsel.

1.9.6 Alternative Legal Remedies

Nothing in this policy may prevent the complainant or the respondent from pursuing formal legal remedies or resolution through local, state, or federal agencies or the courts.