Cacapon & Lost Rivers Land Trust

Harassment & Discrimination Prevention Policy

Adopted by CLRLT Board of Directors on 3/14/2026

Overview

Cacapon and Lost Rivers Land Trust is committed to a work environment in which all individuals are treated with respect and dignity. We believe that everyone has the right to work in a professional atmosphere that promotes equal opportunities, focuses on professional contributions, and prohibits discriminatory practices, including harassment.[1]

The Trust expects all workplace conduct to be business-like, safe, and free of bias, prejudice, discrimination, and harassment.

Core Values

As discussed in our Strategic Plan, the Trust's decisions and actions are guided by the following core values:

1. **Respect** for the character of our communities, the goals and legacies of landowners, and the uniqueness of each partner and supporter.
2. **Integrity** in all we do.
3. **Stewardship** of land and water, protecting land and encouraging environmentally responsible practices.
4. **Excellence** in using the best available science, methods, and technology to prioritize and protect land, communicate with our supporters and community, make thoughtful decisions, and adhere to top standards for organizational operations.

Harassment & Discrimination Prevention Policy

The Trust prohibits harassment and discrimination of any kind by anyone in any setting related to the individual's employment or engagement with the Trust, including but not limited to any employee, member of the Board of Directors, applicant, intern, volunteer, vendor, contractor, consultant, donor, visitor, or client.

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[1] The Equal Employment Opportunity Commission (EEOC) defines harassment as a form of employment discrimination and as "unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information."

Employees and other agents who violate this policy are subject to discipline up to and including immediate discharge.

Further, while the Trust cannot control the behaviors of non-agents, such as donors, clients, or community members with whom our people may come in contact, we are committed to ensuring as positive and professional an experience as possible for our employees and agents.

Prohibited harassment and discrimination includes unlawful sexual harassment[2] and harassment and discrimination based on race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, ancestry, physical or mental disability, marital status, medical condition, military and veteran status, or any other characteristic protected by state, federal, or local employment discrimination laws (collectively "Protected Characteristics").

Examples of harassment include, but are not limited to:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments, whether written or spoken.
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, e-mail, or gestures.
- Physical conduct such as unwanted touching, blocking another person's movement, or interfering with a person's work because of the person's protected characteristic (sex, age, race, color, religion, etc.).
- Threats or demands to submit to non-work-related requests in order keep one's job, avoid a consequence, or gain an employment benefit.
- Any other conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- Retaliation for having reported or threatened to report harassment.

Reporting

In furtherance of its goal for all Trust personnel and agents to feel safe and supported, Trust management will be receptive to concerns raised. Any

[2] Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and local laws. It includes harassment on the basis of sexual orientation, self-identified or perceived sex, gender expression, gender identity, and transgender status. For the purposes of this policy, sexual harassment is considered unwelcome conduct of a sexual nature or conduct which is directed at an individual because of that individual's sex.

employee or other person with a concern of harassment by a co-worker, supervisor, board member, contractor, other agent of the Trust, or non-employee should promptly report the facts of the incident(s) and the names of the individual(s) involved to the Executive Director.

In the case of Executive Director involvement or discomfort sharing with the Executive Director, the incident and involved parties should be reported to the Board President or another trusted staff or board member responsible for human resource activities. Where the affected individual feels safe doing so, the Trust also encourages (but does not require) the individual to promptly notify the offender that his/her/their behavior is unwelcome.

Handling of Reported Harassment

1. Acknowledge & Reassure: Upon receipt of a complaint, Trust leadership will take the report seriously, show empathy, and assure the reporter that he/she is protected from retaliation for reporting harassment. (Retaliation for a report of harassment is prohibited.)
2. Ensure Safety: Trust leadership will separate the parties, if needed, to prevent further incidents or simply to enhance the comfort of the affected parties.
3. Review Policy: Trust leadership will review this and the *CLRLT Employee Handbook* and ensure procedures are followed.
4. Protect Confidentiality: Trust leadership will stress to all parties that the conversations and information gathered will be kept as confidential (to as few people as possible) as possible to protect privacy and encourage truthful reporting.
5. Investigate & Document:
    1. Trust leadership (typically the Executive Director and Board President) will undertake a prompt, thorough, and objective investigation of the allegations. In the case that a member of the leadership may not be an *objective* investigator (ex: has a conflict of interest), an alternative CLRLT agent shall be chosen.
    2. While the process may vary from case to case, the investigation will involve a review of the allegations, as well as the collection of relevant records and the implementation of interim measures, as necessary. It may also include interviews with the parties involved in the complaint, coworkers, former employees and other witnesses who may have knowledge of the situation. The content of investigative conversations and findings shall be promptly and thoroughly documented.
    3. The accuser, accused, and any persons who may have witnessed the alleged behavior should have an opportunity to speak about the incident and be kept informed of the investigative process.
    4. Upon completion of the investigation, a determination will be made

as to whether the conduct at issue violates the policy, and/or the nature of the disciplinary action or other corrective measures, if any, to be imposed.

5. When the Trust has completed its investigation, to the extent appropriate, it will inform the person(s) filing the complaint and the person(s) alleged to have committed the conduct of the results of the investigation

6. Seek Expert Advice: Trust leadership will consult legal counsel or risk management experts, as needed, for specific situations.

Remedial Action

If the organization determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee, contractor, board member, volunteer, or other agent determined to have engaged in harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination.

Retaliation Prohibition

Employees will not be retaliated against for filing a complaint and/or assisting in a complaint or investigation process. Further, we will not tolerate retaliation by supervisors or co-workers against any complainant or person assisting in a harassment/discrimination investigation.

Acknowledgement

This acknowledges that I have received a copy of Cacapon & Lost Rivers Land Trust's Harassment & Discrimination Prevention Policy. **I acknowledge that I am expected to read, understand, and adhere to this policy.** I understand that if I have questions regarding the contents of this policy, I should ask the Executive Director for clarification.

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Signature *Date*

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Typed or printed name