



LAND SURVEYORS' ASSOCIATION OF WASHINGTON

424 205th Avenue NE, Sammamish, WA 98074 Email: info@lsaw.org Phone 425/868-0200 Fax: 425/868-1771

Affiliated with
AMERICAN CONFRESS ON SURVEYING AND MAPPING - NATIONAL SOCIETY OF PROFESSIONAL SURVEYORS
WESTERN FEDERATION OF PROFESSIONAL SURVEYORS

LSAW Unlawful Harassment Policy/Procedure

02-14

LSAW is committed to providing a professional association free of unlawful harassment. Association policy therefore prohibits harassment because of race, sex, religion, national origin or ancestry, physical or mental disability, medical condition, marital status, sexual orientation or any other basis protected by federal, state or local law. All such harassment is unlawful. Our anti-harassment policy applies to all LSAW members in every category of membership, and to exhibitors and/or advertisers at our conferences and in our publications.

A person who believes s/he is being subjected to harassment should take steps without delay to have the problem resolved. In many situations the harassment can be handled informally by discussing the issues with the person involved. A complainant should make it known to the harasser that the behavior is unwelcome. If the complainant is not comfortable communicating with the harasser, or if the communication does not stop the harassment, the complainant may request that an intermediary communicate the problem to the harasser. Intermediaries might include, but are not limited to, co-workers, the Chapter officers, the Executive Director and/or any member of the Executive Committee.

If these options do not resolve the problem and you believe that you have been unlawfully harassed, provide a written complaint to your local Chapter President, or to any member of the state Executive Committee, or to the state Executive Director. Your complaint should include details of the incident or incidents, names of individuals involved and names of any witnesses. LSAW will immediately undertake effective, thorough and objective investigation of the harassment allegations. If no satisfactory remedy is found at the local chapter level, the complaint will be forwarded to the state Executive Committee. All such complaints or questions will be kept in confidence to the extent consistent with LSAW's need to investigate the complaint and address the situation.

If LSAW determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any member, exhibitor or advertiser determined by LSAW to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination of membership or loss of exhibitor/advertising privileges. Whatever action is taken against the harasser will be made known to the complainant and LSAW will neither retaliate against any complainant nor permit retaliation by its members.

LSAW encourages all members to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. You should also be aware that both the Federal and State governments investigate and prosecute complaints of illegal harassment. If you believe you have been harassed or that you have been retaliated against for resisting or complaining, you may file the complaint with the appropriate agency.