



# Sexual Harassment Policy



IN THE NAME OF ALLAH, THE MOST MERCIFUL, THE BENEFICENT

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## Abubakar As-Saddique Islamic Center – Sexual Harassment Policy

In our religion, sexual harassment or misconduct is unacceptable behavior. It is incumbent upon AAIC leadership, if an allegation of sexual misconduct arises, to respond immediately.

It is the policy of this Center that all AAIC Board members, officers, Imams, teachers, employees, and volunteers working in, with and for AAIC, are to maintain the integrity of the religion of Islam, employment, and professional relationship at all times. Sexual misconduct is a violation of AAIC underlying core of conduct.

### Objective

The objective of this policy is to define AAIC sexual harassment, sexual misconduct and to outline procedures for filing complaints, investigating sexual harassment claims, and issuing appropriate disciplinary measures in the case of violations.

### Scope

This policy applies to board members, executive team, employees, contractors, committees, and volunteers of Abubakar As-Saddique Islamic Center-AAIC at 2824 13<sup>th</sup> Avenue S Minneapolis MN 55407. All above mentioned groups, at every level, will be subjected to discipline, up to and including discharge, for any violation of this policy both on and off the AAIC premises and during or outside of work hours.

### Defining Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature that is persistent or offensive and interferes with an employee's job performance or creates an intimidating, hostile or offensive work environment. Sexual harassment is defined by the Federal Equal Employment Opportunity Commission as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct



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by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment can be physical and psychological in nature. An aggregation of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.

### Examples of prohibited conduct

- Responding to Conduct in Violation of Policy though sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include the following:
- Physical assaults of a sexual nature, such as rape, sexual battery, molestation or attempts to commit these assaults, and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body or poking another employee's body.
- Unwelcome sexual advances, propositions, or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience.
- Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward.
- Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of that employee's sex.
- Sexual or discriminatory displays or publications anywhere in AAIC's workplace by the AAIC employees.
- Retaliation for sexual harassment complaints.

### Employees

If an employee feels that he or she is being subjected to sexual harassment he or she may immediately inform the harasser that the conduct is unwelcome and needs to stop. If the



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inappropriate conduct does not cease, or if the employee is unable to or uncomfortable with addressing the alleged harasser directly, he or she should report the incident to his or her own supervisor or to the Executive Director's office. It is helpful, but not required, to provide a written record of the date, time and nature of the incident (s) and the names of any witnesses.

It is important to report all concerns of sexual harassment or inappropriate sexual conduct to the Executive Director or a supervisor/manager as soon as possible. Management must be made aware of the situation so that it can conduct an immediate and impartial investigation and take appropriate action to remediate or prevent the prohibited conduct from continuing.

### Investigation Procedure

Every report of harassment will be fully investigated, and corrective action will be taken where appropriate. AAIC will request a written statement from the employee alleging harassment, and all other parties involved, to aid AAIC in its investigation. All employees must cooperate with all investigations. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. AAIC will not allow any form of retaliation against individuals who report harassment or who cooperate in the investigations of such reports in accordance with this policy. Employees who make a complaint in bad faith may be subject to disciplinary action, up to and including termination. Violation of any provisions of this policy will result in disciplinary action, up to and including termination.

If you feel you cannot discuss the matter with your immediate supervisor or your immediate supervisor cannot resolve the matter in a reasonable time, please contact the Executive Director. If the complaint involves the Executive Director, then please contact the Board of Trustees.

### Imams, Dugsi Principal and Education Director:

Imams, Dugsi and Ma'had principals and Education Director must deal expeditiously and fairly when they have any knowledge of sexual harassment, whether there has been a written or formal complaint.



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They must:

- Take all complaints or concerns of alleged or possible harassment seriously no matter how minor or who is involved.
- Report all incidents to Executive Director so that a prompt investigation can occur.
- Take any appropriate action to prevent retaliation or prohibited conduct from recurring during and after any investigations or complaints.

Imams, Principals and Education Director who knowingly allow or tolerate sexual harassment or retaliation, including the failure to immediately report such misconduct to Executive Director, are in violation of this policy and subject to discipline.

### **Executive Director**

The Executive Director is responsible for:

1. Ensuring that both the individual filing the complaint (complainant) and the accused individual (respondent) are aware of the seriousness of a sexual harassment complaint.
2. Explaining AAIC's sexual harassment policy and investigation procedures to all parties involved.
3. Exploring informal means of resolving sexual harassment complaints.
4. Report to the Board of Trustees
5. Notifying the police if criminal activities are alleged.
6. Arranging for an investigation of the alleged harassment and the preparation of a written report.
7. Submitting a written report summarizing the results of the investigation.
8. Notifying the complainant and the respondent of the corrective actions to be taken, if any, and administering those actions.

The Executive Director and Board of Trustees will determine if an in-house investigation will be conducted or if a third party will be contracted to complete the investigation. All complaints involving senior leadership level or above will be handled by an external third party.



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### Complaint Resolution Procedures

Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing. The Executive Director may assist the complainant in completing a written statement or, in the event an employee refuses to provide information in writing, the ED will dictate the verbal complaint.

To ensure the prompt and thorough investigation of a sexual harassment complaint, the complainant should provide as much of the following information as is possible:

1. The name, department and position of the person or persons allegedly committing harassment.
2. A description of the incident(s), including the date(s), location(s) and the presence of any witnesses.
3. The effect of the incident(s) on the complainant's ability to perform his or her job, or on other terms or conditions of his or her employment.
4. The names of other individuals who might have been subject to the same or similar harassment.
5. What, if any, steps the complainant has taken to try to stop the harassment.
6. Any other information the complainant believes to be relevant to the harassment complaint.

### Discipline

Anyone working or involved at AAIC in any capacity, who violate this policy are subject to appropriate discipline. If an investigation results in a finding that this policy has been violated, the mandatory minimum discipline is a written reprimand. The discipline for profoundly serious or repeat violations is termination of employment. Persons who violate this policy may also be subject to civil damages or criminal penalties.

### 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



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complainant is usually revealed to the parties involved during the investigation and the Executive Director takes adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a sexual harassment complaint or investigation is maintained in secure files within the Executive Director Office.

### **Other Available Procedures**

The procedures available under this policy do not preempt or supersede any legal procedures or remedies otherwise available to a victim of sexual harassment under local, state, or federal law.

### **Administration**

This policy will be administered through AAIC's Executive Director office.