

New Jersey Pool Managers Association (NJPMA) Policies on;

- Equal Employment Opportunity
- Anti – Discrimination Policy
- Sexual and Other Unlawful Harassment

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at New Jersey Pool Managers Association (NJPMA) will be based on merit, qualifications, and abilities. NJPMA does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of management. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Anti – Discrimination Policy

The New Jersey Pool Managers Association (NJPMA) is an "equal opportunity employer." The NJPMA will not discriminate and will take "affirmative action" measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, creed, color, national origin, or sex.

Sexual and Other Unlawful Harassment

New Jersey Pool Managers Association (NJPMA) is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated. (NJPMA) provides ongoing sexual harassment training to ensure you the opportunity to work in an environment free of sexual and other unlawful harassment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- * Unwanted sexual advances.
- * Offering employment benefits in exchange for sexual favors.
- * Making or threatening reprisals after a negative response to sexual advances.
- * 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, or jokes.
- * Verbal sexual advances or propositions.
- * 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. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment;

(2) Submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to management. If you believe it would be inappropriate to contact that person, you should immediately contact the President. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any employee who becomes aware of possible sexual or other unlawful harassment must immediately advise the manager or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Sexual Harassment Complaint Procedures;

- * Any employee who feels that he/she was sexually harassed must present the complaint in written form to the Corresponding Secretary.
- * The Vice President shall within ten working days investigate the allegations and respond to the complaint.
- * If not satisfied with the outcome of the investigation, the complainant may appeal in writing within ten working days to the President.
- * The President shall respond to the complaint within ten working days.
- * If the complainant is not satisfied at this level, an appeal may be made within ten working days to the Executive Board, who will consider the complaint at the next Executive Board meeting or within thirty calendar days. The Board in its discretion may conduct a hearing on the allegations of the complaint in such a manner as to accord due process to all parties involved.
- * The Board shall determine whether the complaint has merit and shall respond to the complaint within thirty calendar days.
- * If the complainant is not satisfied with the Board's decision, he/she may file a complaint with the Office of Equal Opportunity or the appropriate administrative agency. The complainant also retains his/her right to pursue any and all other legal remedies.