

Austin Table Tennis Association Sexual Harassment Policy

1. Policy Statement:

The Austin Table Tennis Club (ATTC) is committed to providing a safe, respectful, and inclusive environment for all its employees, members, volunteers, and participants. Sexual harassment will not be tolerated. This policy applies to all ATTC-sponsored activities, including but not limited to, tournaments, league play, practices, meetings, and social events, as well as communications related to ATTC activities.

2. Definition of Sexual Harassment:

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in ATTC activities.
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting that individual's employment or participation in ATTC activities.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's employment or participation in ATTC activities or creating an intimidating, hostile, or offensive environment.

Examples of sexual harassment include, but are not limited to:

- **Verbal harassment:** Sexual jokes, innuendo, comments about a person's body or appearance, sexually suggestive remarks, threats, or propositions.
- **Nonverbal harassment:** Staring, leering, whistling, suggestive gestures, displaying sexually suggestive objects or pictures, or unwelcome written or electronic communications of a sexual nature.
- **Physical harassment:** Unwelcome touching, patting, pinching, hugging, brushing against a person's body, sexual assault, or impeding or blocking movements.

3. Reporting Procedures:

Any individual who believes they have been subjected to sexual harassment, or who has witnessed sexual harassment, is encouraged to report it promptly.

- **To Whom to Report:** Reports can be made to any ATTC Board Member. The current ATTC Board Members are listed on the official ATTC website. If the complaint involves a Board Member, the report should be made to another Board Member or, if all Board Members are implicated, directly to the ATTC President.
- **How to Report:** Reports can be made verbally or in writing (email is acceptable). Please provide as much detail as possible, including:
 - The date(s) and time(s) of the alleged incident(s).
 - The location(s) where the incident(s) occurred.
 - A description of the conduct.
 - The name(s) of the alleged harasser(s).

- The name(s) of any witnesses.
- Any other relevant information.
- **Confidentiality:** All reports will be treated with the utmost confidentiality, to the extent possible, consistent with the need to conduct a thorough investigation and take appropriate corrective action.

4. Investigation Process:

Upon receipt of a sexual harassment complaint, the ATTC will:

- **Promptly and Impartially Investigate:** A fair and impartial investigation will be conducted as quickly as possible. This may involve interviewing the complainant, the alleged harasser, and any witnesses, as well as reviewing any relevant documentation or evidence.
- **Opportunity to Respond:** Both the complainant and the alleged harasser will be given an opportunity to present their perspectives and any relevant information.
- **No Retaliation:** The ATTC strictly prohibits retaliation against any individual for reporting sexual harassment or for participating in an investigation. Any act of retaliation will be treated as a serious violation of this policy.

5. Disciplinary Actions:

If an investigation determines that sexual harassment has occurred, the ATTC will take prompt and appropriate disciplinary action. Disciplinary actions may include, but are not limited to:

- Verbal or written warning.
- Mandatory training or counseling.
- Suspension from ATTC activities.
- Expulsion from the ATTC.
- Reporting to law enforcement, if applicable and deemed necessary.

6. Education and Prevention:

The ATTC is committed to preventing sexual harassment through education and awareness. This policy will be:

- **Accessible:** Posted on the ATTC website and available upon request.
- **Communicated:** Discussed at ATTC meetings and events as appropriate.
- **Encouraged:** All ATTC members are encouraged to familiarize themselves with this policy.

7. Disclaimer:

This policy does not create a contract of employment or any other contractual rights. The ATTC reserves the right to amend this policy at any time.