

Analemma Society

Policy on Harassment and Discrimination

Introduction

Analemma Society (AS) is committed to maintaining an environment free from bullying and harassment, which can be a form of discrimination. All Analemma Society members, officers, board of directors, volunteers, and visitors to the Observatory at Turner Farm have a right to astronomy education and viewing the universe in an environment free from bullying or harassing conduct, including sexual harassment. Analemma Society requires that all Officers, Board Members and Volunteers refrain from bullying or harassing anyone, including members of the public who visit Observatory Park at Turner Farm.

Analemma Society is a not for profit 501(c)3 organization dependent upon members and volunteers for its service to the community. Analemma Society also maintains a Memorandum of Understanding (MOU) with Fairfax County Park Authority (FCPA) that grants Analemma Society permission to use Observatory Park at Turner Farm for its educational mission. Although FCPA recognizes Analemma Society as an independent organization, it requires Analemma Society to comply with Park rules and regulations, including zero tolerance for harassment and discrimination.

Policy Statement

Analemma Society will not tolerate harassment of any kind from its Officers, Board of Directors, general membership and volunteers. A confirmed complaint of harassment will result in disciplinary action, up to and including termination as Officer, Board Member, member or volunteer and refusing access to Observatory Park at Turner Farm for Analemma Society and FCPA events. Additional actions may be taken by Fairfax County Park Authority consistent with Fairfax County rules and regulations and Federal law.

This policy will be distributed to all Officers, Board Members, current members and volunteers of the Analemma Society and posted in a prominent location at the Roll-Top Observatory at Turner Farm. The policy will also be distributed to members and volunteers during orientation and training at the Roll-Top Observatory.

Individuals that report bullying or harassment in good faith are protected from retaliation from Analemma Society Officers, Board Members, members or volunteers. Retaliation includes but is not limited to further acts of discrimination, or other adverse actions when those acts are intended to punish a member or volunteer for reporting harassment, opposing discrimination, or filing or assisting with a complaint to Park, Fairfax County, or federal antidiscrimination agencies.

Analemma Society in cooperation with FCPA, will promptly investigate complaints of bullying, harassment, or retaliation. Such joint investigations will be fair and impartial. All members and volunteers of the Analemma Society are required to cooperate with investigations of alleged bullying, harassment, or retaliation.

Definitions

Bullying is verbal or physical conduct that seeks to harm, intimidate, or coerce another person. Bullying is not necessarily based on a person's membership in a protected category like race, sex, age, disability, national origin, and religion, among others.

Harassment is persistent and unwelcome conduct because of any of the bases protected by law (race, sex, age, disability, national origin, religion etc.). Harassment exists whenever:

- Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's volunteer assignment or duties,
- Submission to or rejection of such conduct is used as the basis for assignment of volunteer duties affecting an individual.
- The conduct interferes with a member or volunteer assignment of responsibility or creates an intimidating, hostile or offensive environment.

Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. Unwelcome verbal or physical conduct of a sexual nature includes the repeated making of unsolicited, inappropriate gestures or comments and the display of sexual materials not necessary for our outreach mission.

Recognizing Harassment

It is impossible to list every type of behavior that can be considered bullying or harassment in violation of this policy. In general, any conduct that could interfere with an individual's performance or create a hostile work environment is forbidden. This is the case even if the offending Officer, Board Member, member or volunteer did not mean to be offensive – all Analemma Society members and volunteers must be sensitive to the feelings of others. Even mild offensive conduct can be considered bullying or harassment if someone has made it clear that it is unwelcome. Some examples include:

Verbal: Jokes, insults, and innuendoes; threats; degrading sexual remarks; whistling; cat calls; comments on a person's body or sex life; or pressures for sexual favors; participating in derogatory or insulting gossip.

Non-Verbal: Intimidating or confrontational body language; gestures, staring, touching, hugging, or patting; blocking a person's movement; standing too close; brushing against a person's body; display of sexually suggestive or degrading pictures; racist or other derogatory cartoons or drawings.

Officers, Board of Directors, Member and Volunteer Responsibilities

All Analemma Society members and volunteers who experience, witness or suspect bullying or harassing behavior must report the behavior to the Analemma Officers, or to members of the Board of Directors or to Fairfax County Park Authority. Members and volunteers that feel comfortable directly intervening in situations where they perceive bullying or harassment are encouraged to do so.

Officers and Board Members who receive a complaint of bullying or harassment, who observe such behavior, or suspect that such behavior is occurring have a duty to investigate and address it as necessary, or to report such suspected harassment. Because the Analemma Society has a unique

position within the Fairfax County Park system, prompt notification to FCPA for joint investigation and resolution is required. In addition to individuals being subject to discipline if they engage in harassing conduct, Board of Directors and Officers are also subject to discipline for failing to report suspected harassment or otherwise knowingly allow harassment to continue.

Complaint and Investigation of Harassment

The Analemma Society takes all reports of harassment seriously and in cooperation with FCPA will promptly and thoroughly investigate any complaint, information, or knowledge of harassment. The investigation will be as confidential as possible. All persons involved, including complainants, witnesses, and alleged perpetrators may be required to cooperate in an investigation, will receive fair and impartial treatment, and will not be subject to retaliation for information disclosed to the Analemma Society or the Fairfax County Park Authority.

Analemma Society will take any interim actions necessary to protect complainants from further acts of bullying, harassment, or retaliation during the investigation, including suspension of alleged harasser from Analemma Society duties. Analemma Society may review documents, and request Fairfax County Park Authority to interview members or volunteers, or take whatever investigatory steps it deems necessary to determine whether harassment occurred.

Analemma Society in cooperation with the Fairfax County Park Authority will notify the complainant of the outcome of the investigation, although Analemma Society or FCPA may decline to reveal specific disciplinary actions taken where there are confidentiality issues with such disclosures.

External Remedies Available

Harassment because of a protected characteristic (race, sex, age, disability, etc.) is illegal under applicable local Park, state, and federal laws. Aside from the Analemma Society's internal process, members may choose to pursue legal remedies with appropriate governmental entities at any time, including:

Complaints can be filed with Fairfax County Government at <https://www.fairfaxcounty.gov/humanrights/file-complaint-allegations-discrimination>

Or contact the Office of Human Rights and Equity Programs (OHREP) for a confidential appointment via telephone or video conference:

- Phone: 703-324-2953 TTY 711.
- E-mail: michael.simms@fairfaxcounty.gov
- Address: 12000 Government Center Parkway, Suite 318. Fairfax, VA 22035.
- Website: <https://www.fairfaxcounty.gov/humanrights/>
- Point of Contact: Michael L. Simms. Director.

Policy Reviewed On

February 25, 2025

Reviewed and Approved By

Analemma Society Board