



**LOGAN PRIDE**  
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# Logan Pride Foundation Sexual Harassment Policy

## Speak up, we listen

Everyone is responsible for creating a harassment free environment. Sexual harassment can exhaust those who endure it. Speaking up about this issue is often tough for fear of not being heard or upsetting people in leadership positions. Please do not let these fears deter you.

Logan Pride Foundation is committed to preventing sexual harassment and any other type of harassment while supporting victims of harassment. While this policy specifically addresses sexual and gender-based harassment, its policies and procedures apply equally to all other types of harassment. We need to know what is going on so we can do our part to keep our community safe. By raising your voice on this issue, you help Logan Pride create a safer space for our community. Your comments and suggestions regarding this Sexual Harassment Policy and our procedures are welcome!

## Policy brief & purpose

Logan Pride Foundation's (hereinafter "LPF", "organization", "the organization", "our" or "we") sexual harassment policy aims to protect its participants, volunteers, staff, governing boards and leadership, donors, sponsors, patrons and contractors from unwanted sexual advances and give them guidelines to report incidents. We will also explain how we handle claims, seek to prevent harassment and enforce our sexual harassment policy and help victims recover.

We maintain zero tolerance for sexual harassment in our organization. Our culture is based on mutual respect and collaboration. Sexual harassment is a serious violation of those principles and against the law.

## Scope

This policy obligates every person within, and interacting with, our organization and covers all events, groups and participants at the Pride House and every officially sponsored LPF event regardless of location.

# Policy elements

## What is sexual harassment?

Sexual harassment takes many forms of variable severity. The following examples of sexual or gender-based harassment are intended to be guidelines and do not constitute an all-inclusive list of violations of this policy. A person sexually harasses someone when they:

- Make unwelcome sexual advances or comments or insinuate, propose or demand sexual favors.
- Invade another person's personal space (e.g. physical contact without consent, inappropriate touching, intimate or probing personal questions or comments regarding sexuality, preferences, fetishes, undergarments, physiology, gender etc.)
- Stalk, intimidate, coerce or threaten another person to get them to engage in sexual acts.
- Send or display sexually explicit objects or messages.
- Comment on someone's appearance, dress, sexuality or gender in a derogatory, salacious or objectifying manner or a manner that makes them uncomfortable.
- Make obscene comments, jokes or gestures that humiliate or offend someone.
- Pursue or flirt with another person persistently without the other person's willing participation.
- Pursue or flirt with someone at an inappropriate time or setting (e.g. in a committee meeting), which could harm their professional reputation and expose them to further harassment.
- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures or behavior; content in letters, notes, facsimiles, e-mails, photos, text messages, tweets and Internet postings; or other forms of communication that are sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, licking, fondling, groping and forced sexual intercourse or assault.
- Gender-Based Harassment Examples:
  - Comment on someone's appearance, dress, sexuality or gender in a derogatory, salacious or objectifying manner or a manner that makes them uncomfortable.
  - Persistent and/or intentional disrespect for preferred pronouns, disclosing a sexual or gender minority status without the person's permission, or repeatedly "dead-naming" someone.

- Use of homophobic, transphobic, and other sex or gender-based slurs or name-calling or gender-motivated taunts or threats (including as a joke or “kidding”).

## Logan Pride Foundation’s position on sexual harassment

- Sexual harassment is never too minor to be dealt with. Any kind of harassment can wear down a person and create a hostile environment. The Board will hear every claim and take appropriate action as outlined herein. You are encouraged to report sexual harassment even if you choose to address the incident or offender without Board involvement, so we can monitor the safety of our environment and our need to increase anti-sexual harassment awareness and training.
- Sexual harassment is about our words, actions and our intentions as well as the effects of our words and actions on other people. Flirting or sexual comments may seem innocent to one person, but if the recipient or another person expresses they feel uncomfortable or unsafe because of those comments, the comments must stop.
- The Board takes every sexual harassment complaint seriously. We listen to victims of sexual harassment and strive to always conduct our investigations even-handedly.
- Those who support or overlook sexual harassment contribute to the problem. Everyone has a responsibility to promote a harassment-free environment by confronting harassment when experienced or witnessed and reporting it when necessary. Knowingly allowing harassment to go on or encouraging it will bring about disciplinary action.
- Leaders or hosts must never pursue or try to date someone while leading or hosting a Logan Pride event, group or meeting. You are there to help promote a safe, healthy and inclusive environment for all.
- All contractors and vendors engaged by the organization must agree to this policy as part of the procurement process. Violations constitute breach of contract.

## Prevention Measures

- Anti-sexual harassment materials such as posters and pamphlets will be prominently displayed in the Logan Pride House at all times, clearly stating Logan Pride’s zero tolerance for any form of sexual harassment, what is sexual harassment, how to prevent it, and what to do if it happens as well as possible consequences for offenders.
- All LPF Board Members, staff, volunteers, group and event leaders and hosts will go through anti-sexual harassment training.
- Each group or regular event hosted at the Pride House will have periodic anti-harassment education moments to educate participants and highlight materials.
- House security cameras will be maintained and monitored as necessary.

- Harassment Incident Report forms will be readily available on our website as well as in the Logan Pride House.
- Periodic anti-Sexual Harassment education courses will be held to better educate interested members of our LGBTQ+ community and allies. These will include elements of assertiveness training so each person can take better control of their own safety by learning how to respond to and stop sexual harassment.
- Inform and empower all that the best way to stop sexual harassment is for anyone subjected to it or witnessing it is to clearly and firmly state directly to the harasser that you want a particular behavior to cease. This is not a time to be polite or vague (e.g. “That is sexual harassment. Stop now!” “I’m not comfortable discussing that.”, “That is not an appropriate question/comment.”, “That is against Logan Pride’s harassment policy. I will not discuss it.” etc.)
- Harassment Incident Reports will be processed by the Board as outlined below in a timely manner and respect the wishes and concerns of the reporter.

## How to report sexual harassment

If you are being sexually harassed (or suspect another person is being harassed), please file a formal report as soon as possible:

- In serious cases (rape, sexual assault, battery, simple assault, etc.), first get medical attention if needed. In cases of rape which occurred within the past 5 days, go to **Cache Valley Hospital’s ER** (not Logan Regional Hospital), for a “Code R test” and treatment, located at 2380 North 400 East North Logan, UT 84341, or call 435-713-9700.
- We encourage you to file a report with the **Logan City Police Department** 435-716-9300 (Dispatch) or at the Police Station 62 West 300 North, Logan UT 84321. Logan Pride Foundation will cooperate fully with their investigation and provide any evidence, if available. We acknowledge it is often difficult to come forward about these issues, but we need your help to build a fair and safe environment.
- **CAPSA**, a nonprofit domestic violence, sexual abuse, and rape recovery center serving Cache County and the Bear Lake area provides valuable resources, support and information for victims of sexual assault. Call 435-753-2500 or visit <https://www.capsa.org/>.

## To report sexual harassment within our organization:

- Fill out a Logan Pride Foundation Harassment Incident Report, found on LoganPride.org or ask for a paper copy from a Board member or staff. You can submit the form online or give it to a Board member or staff. If you have any hard evidence (e.g. emails, texts, pictures etc), you can submit it online or provide copies and give them to a Board member. As the victim or witness, you are the person primarily responsible for providing

all pertinent information and evidence. Please include as much detail as you can, date, time, who was involved, the nature of the harassment, witnesses and include any evidence or information that can be used in the investigation. This will be sent to all current Board members for review and will initiate our Sexual Harassment investigation procedures as outlined herein. Please note: accusers and accused are both encouraged to file a Harassment Incident Report. Anyone who provides false statements or information in a Report will be subject to any or all sanctions outlined in this policy.

- Please understand, if you choose to not include your name or the name of the offender, there is little the Board can do except work harder to increase awareness and training.
- If you also wish to further discuss the harassment with Board members, please notify a Board member of that, or email us at [info@LoganPride.org](mailto:info@LoganPride.org) to request a meeting and one will be arranged as soon as possible.

## Inadvertent harassment

Sometimes, people who harass others do not realize that their behavior is harmful. We understand this is possible, but to maintain a safe environment, inadvertent harassment still needs to be addressed, action taken (notification, education, warnings or disciplinary action) and the perpetrator still needs to take responsibility for their actions.

If you suspect that someone is harassing someone else unintentionally under the definition of this policy, let them know and tell them to stop. You may also report directly to us by filling out a Harassment Incident Report on [LoganPride.org](http://LoganPride.org) or notifying at least one member of the Board as soon as possible who will provide you with a Harassment Incident Report form.

## Disciplinary action

After a careful Board review of reported harassment, any person within, or interacting with, our organization who, is found guilty of serious harassment under this policy, or who is convicted of sexual or violent crimes in a court of law, will be expelled from the organization, barred from its functions, prohibited from entering property it owns, leases, or rents and barred from organization activities. At the discretion of the Board, less serious offenders are subject to any or all of the following: being required to attend Anti-Sexual Harassment training, make a formal apology, removal from leadership or volunteer positions, put on temporary probation and/or temporarily barred from any or all LPF activities or events or any other sanctions deemed appropriate by the Board to address the harassment commensurate with its severity.

## Logan Pride Board responsibilities

When a Board member receives a harassment complaint, they will:

- Provide the victim or witness/s with our Harassment Incident Report form or refer them to the online version and encourage them to fill it out and provide as much information, details and evidence as possible. Encourage the victim to file a police report in serious or assault cases.
- Make sure copies of the submitted Report are distributed to all Board Members for review and action as soon as possible. However, if a Board Member is accused, the accused Board Member, will not be given a copy of the initial report.
- Keep copies of the report with dates, times and details of incidents and any possible evidence in a confidential file. The Board shall update this file with all future information, actions and conversations regarding this complaint.
- Inform the complainant (the person submitting the report) of our organization's procedures and their options to take legal action if appropriate. Explain that pressing legal charges can only be done by them with the police. Logan Pride Foundation has no legal jurisdiction in these matters.
- Ascertain the complainant's wishes - What outcomes are they seeking? Do they want the Board to officially intervene and conduct an investigation? Are they just filing a report for documentation in case of future harassment? Some might want the matter to be resolved informally and discreetly, while others might expect stronger actions and investigation by the Board.
- Launch an investigation (if desired by complainant).
  - If the complainant desires, they can meet with the Board to further explain the incident and provide any other information or background.
  - Check if there have been similar reports on the accused.
  - Talk to other witnesses and gather their reports, if any.
  - Check security camera footage if available.
  - Notify the accused of the complaint and allow them to give their report of the situation and any witnesses or evidence they wish to offer. The accused can fill out a Harassment Incident Report or provide a verbal or written report of the incident and/or meet with the Board.
  - If the Board determines it is expedient and both parties agree, arrange a meeting with the Board and both the accuser and the accused so all parties can address each other directly toward resolution. Professional assistance may be acquired by the Board for this meeting.
- When the Board concludes their investigation and determines a course of action they will notify the accuser and accused of their decisions and disciplinary actions if any. Notification must be made in writing, via email, mailed or hand delivered, and a record of such notification, including date and by whom, shall be kept securely with the Harassment Incident Report. Notification will include:
  - If the investigation is concluded or not;
  - If our policies were violated or not;
  - If the alleged harasser was disciplined or not;
  - A clear explanation of the sanctions imposed, if any;
  - Both parties will be informed that retaliation is a separate and equally serious violation of the nonprofit's policy and the law, whether or not the underlying

harassment did in fact occur and that any negative interactions with the alleged victim in the months or even years that follow could be perceived as retaliatory.

- Appropriate action or next steps could also include but is not limited to the following:
  - If warranted the Board will further inform the accused of our Harassment policies and provide a clear education of harassment behaviors that are not tolerated on LPF premises or at our events, and how their reported behavior was unacceptable. The Board will also explain to the accused Board sanctioned consequences of their actions and a final verdict for their actions, if available at that time. If further investigation and discussion are needed, the Board may choose to determine disciplinary action, if any, at a later time for that incident.
  - Refer the parties to a qualified resource for mediation sessions, if both parties agree *or*,
  - Launch some other disciplinary or restorative process as determined by the Board.
- Board Members, staff or volunteers shall not blame the victim, conceal a report or discourage people from reporting sexual harassment. To do so may result in removal from their position.
- Final documentation regarding the determined course of action, date of decision, rationale for the decision, names of Board Members who supported or opposed the decision, and type and date of notifications made will be maintained in the private file for this incident.
- We will also offer informational resources to all seeking recovery and healing from harassment. See our website and/or materials in the Pride House.

We welcome any feedback or suggestions about our Sexual Harassment Policy and procedures.