

Vascular Education Foundation is committed to maintaining a work environment that is free of discrimination and harassment based on age, race, color, veteran status, religion, national origin, physical or mental disability, sex, marital status, or military status. Harassment also includes but is not limited to:

- Unwelcome verbal conduct such as offensive sexual remarks, innuendoes, or comments, sexual or ethnic jokes, racial slurs, or epithets, use of offensive stereotypes by employees, or their family members, outside contractors or any other visitors.
- Sexual advances, propositions, or requests for sexual favors.
- Unwelcome and offensive physical conduct, including touching, leering, blocking an employee's movement, or sexual gestures.
- Unwelcome and offensive written conduct such as offensive pictures, sexually suggestive posters, drawings, cartoons, photographs, or other communications, including e-mail.
- Reprisals or threatening reprisals for an employee's unwillingness to respond to requests for sexual favors.
- Reprisals or threatening reprisals for complaining about or for reporting a violation of this policy.

An employee who has a complaint of harassment should follow these steps:

1. If the employee is comfortable in doing so, he or she should confront the person(s) demonstrating the sexually harassing behavior and inform such person(s) that the conduct is offensive and must stop immediately. Often such confrontation will end the matter. (Make written notes of the events, including the date, place, times, objectionable behaviors, and witnesses. Include any dialogue that may have occurred in your attempt to confront the harasser.) Employees are not required to complain first to the person who is harassing them.
2. All harassment claims should be immediately reported to the President of the Foundation. An employee may bypass any offending individual when reporting a complaint.
3. An investigation will be conducted and to the extent possible, every reasonable attempt will be made to maintain confidentiality during an investigation into a complaint of harassment.

We will not tolerate harassing conduct that affects tangible job benefits, that interferes with an individual's work performance, or that creates an intimidating, hostile or offensive work environment. All employees are responsible to help assure that we avoid harassment and discrimination.

If you feel that you have experienced or witnessed any inappropriate activity, you should immediately notify a member of the board or President of the Foundation. Vascular Education Foundation forbids retaliation against anyone reporting harassment or discrimination. All complaints will be investigated fairly, thoroughly, and promptly. To the fullest extent possible, Vascular Education Foundation will keep complaints and the terms of their resolution confidential. We will take any corrective action necessary, including but not limited to:

- Termination of the offender's employment
- Barring the offender from the premises
- Discharge of an offending visitor from the premises immediately