

ANTI-HARASSMENT POLICY

All Unlawful Harassment Prohibited

The International Costumers' Guild] strictly prohibits and does not tolerate unlawful harassment against members or any other covered persons [including interns] because of race, religion, creed, national origin, ancestry, sex (including pregnancy), gender (including gender nonconformity and status as a transgender or transsexual individual), age, physical or mental disability, citizenship, genetic information, past, current or prospective service in the uniformed services, [OTHER PROTECTED CLASSES RECOGNIZED BY APPLICABLE NATIONAL, STATE, OR LOCAL LAW] or any other characteristic protected under applicable national, state, or local law.

Sexual Harassment

All International Costumers' Guild members, other workers and representatives (including [vendors/patients/customers/subscribers/clients] and visitors) are prohibited from harassing members and other covered persons based on that individual's sex or gender (including pregnancy and status as a transgender or transsexual individual) and regardless of the harasser's sex or gender.

Sexual harassment means any harassment based on someone's sex or gender. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or gender), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature, when any of the following is true:

- Submission to the advance, request or conduct is made either explicitly or implicitly a term or condition of employment.
- Submission to or rejection of the advance, request or conduct is used as a basis for employment decisions.

- Such advances, requests or conduct have the purpose or effect of substantially or unreasonably interfering with an employee’s work performance by creating an intimidating, hostile or offensive work environment.

International Costumers’ Guild will not tolerate any form of sexual harassment, regardless of whether it is:

- Verbal (for example, epithets, derogatory statements, slurs, sexually-related comments or jokes, unwelcome sexual advances or requests for sexual favors).
- Physical (for example, assault or inappropriate physical contact).
- Visual (for example, displaying sexually suggestive posters cartoons or drawings, sending inappropriate adult-themed gifts, leering or making sexual gestures).
- Online (for example, derogatory statements or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.).

This list is illustrative only, and not exhaustive. No form of sexual harassment will be tolerated.

Cosplay is not consent.

Other Types of Harassment

International Costumers’ Guild’s anti-harassment policy applies equally to harassment based on an employee’s race, religion, creed, national origin, ancestry, age, physical or mental disability, citizenship, genetic information, past, present or prospective service in the uniformed services, [OTHER PROTECTED CLASSES RECOGNIZED BY APPLICABLE NATIONAL, STATE, OR LOCAL LAW] or any other characteristic protected under applicable federal, state, or local law.

Such harassment often takes a similar form to sexual harassment and includes harassment that is:

- Verbal (for example, epithets, derogatory statements, slurs, derogatory comments or jokes).
- Physical (for example, assault or inappropriate physical contact).

- Visual (for example, culturally or racially inappropriate costumes such as altering skin-tones in blackface, displaying derogatory posters, cartoons, drawings or making derogatory gestures).
- Online (for example, derogatory statements or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.).

This list is illustrative only, and not exhaustive. No form of harassment will be tolerated.

Complaint Procedure

If you are subjected to any conduct that you believe violates this policy or witness any such conduct, you must promptly speak to, write or otherwise contact the President or Corresponding Secretary of the ICG or, if the conduct involves the President or Corresponding Secretary, a representative of the Board of Directors or any elected Officer of the Corporation or Chapter Officer, ideally within ten (10) days of the offending conduct. If you have not received a satisfactory response within five (5) days after reporting any incident of what you perceive to be harassment, please immediately contact the Vice President. This individual will ensure that a prompt investigation is conducted.

Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. The Board will appoint an impartial Investigator to directly and thoroughly investigate the facts and circumstances of all claims of perceived harassment and will take prompt corrective action, if appropriate.

Additionally, any person who observes harassing conduct must report the conduct so that an investigation can be made and corrective action taken, if appropriate.

No Retaliation

No one will be subject to, and International Costumers' Guild prohibits, any form of discipline, reprisal, intimidation or retaliation for good faith reporting of incidents of harassment of any kind, pursuing any harassment claim or cooperating in related investigations. [For more information on International Costumers' Guild's policy prohibiting retaliation, please refer to

International Costumers' Guild's Anti-Retaliation Policy or contact a member of the Board of Directors.

International Costumers' Guild is committed to enforcing this policy against all forms of harassment. However, the effectiveness of our efforts depends largely on employees telling us about inappropriate conduct. If members feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately. If members do not report harassing conduct, International Costumers' Guild may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

Violations of This Policy

Any member, regardless of position or title, whom the International Costumers' Guild determines has subjected an individual to harassment or retaliation in violation of this policy, will be subject to discipline, up to and including termination of membership.

Administration of This Policy

The International Costumers' Guild is responsible for the administration of this policy. If you have any questions regarding this policy or questions about harassment that are not addressed in this policy, please contact a member of the Board of Directors of the International Costumers' Guild.

Conduct Not Prohibited by this Policy

This policy is not intended to restrict communications or actions protected or required by local, state, or national law.