

## POLICY STATEMENT

The Cannabis Business Association of Illinois, (CBAI), is committed to providing a safe environment for all its members, free from discrimination on any ground and from any type of harassment, including sexual harassment and CBAI does not tolerate any form of sexual harassment in the workplace and all association- related or association-sponsored meetings, functions, and events, or at external social events, training sessions or business conferences.

All CBAI members, employees, unpaid interns, other workers, and representatives (including [vendors/patients/customers/subscribers/clients]and visitors) are prohibited from harassing employees, unpaid interns, independent contractors, consultants, and any individual who performs services for the employer under a contract, based on that individual's actual or perceived sex or gender (including pregnancy and status as a transgender or transsexual individual) and regardless of the harasser's sex or gender. CBAI will treat all incidents of sexual harassment seriously and promptly investigate all allegations of sexual harassment. Any individual found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment. CBAI will not retaliate against any individual for making such a complaint.

## DEFINITION OF SEXUAL HARASSMENT

Sexual harassment means any harassment based on someone's actual or perceived 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:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:

### Physical conduct

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling or inappropriate touching;
- Physical violence, including sexual assault;
- Physical contact, e.g. touching, pinching, etc.
- The use of job-related threats or rewards to solicit sexual favors.

### Verbal Conduct

- Comments on a member's appearance, age, private life, etc.
- Sexual comments, stories, and/or jokes;
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy;
- Insults based on the sex of the member;
- Condescending or paternalistic remarks.
- Sending sexually explicit messages either by phone or email;
- Derogatory statements or sexually suggestive postings in any social media platform including, but not limited to; Facebook, Twitter, Instagram, Snapchat, etc.

Non-verbal conduct

- Display of sexually explicit or suggestive material;
- Sexually suggestive gestures;
- Whistling;
- Leering.

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

Anyone can be a victim of sexual harassment, regardless of their sex, and the sex of the harasser. CBAI recognizes that sexual harassment may also occur between people of the same sex.

**INTERNAL COMPLAINT PROCEDURES**

Anyone who is subject to sexual harassment should, when possible, inform the alleged harasser that the conduct is unwanted and unwelcome. CBAI recognizes that sexual harassment may occur in unequal relationships and that it may not be possible for the individual to inform the alleged harasser. Anyone who has been subjected to sexual harassment can report such behavior to any member of the Executive Committee including the Immediate Past Chairperson. A complaint should be as detailed as possible, including the names of the individuals involved and any witnesses. Additionally, any manager or supervisor who observes harassing conduct must report the conduct to the Executive Director. CBAI recognizes that it is not necessary for sexual harassment to be directed at the person making the complaint.

If an individual, manager, or supervisor reports sexual harassment, CBAI will promptly conduct an investigation and take corrective action, if appropriate. No one will be subject to, and CBAI 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.

**DISCIPLINARY MEASURES**

Anyone who has been found to have sexually harassed another person under the terms of this policy will be subject to discipline, up to and including termination of employment.

**IMPLEMENTATION OF THIS POLICY**

CBAI will ensure that this policy is widely disseminated to all relevant persons. It will be included in the newmembership packet. All new members and contractors must be provided with the policy statement.

If you have any questions about this policy, please contact the CBAI Executive Director. CBAI also requires that all employees participate in sexual harassment prevention training which will be offered in conjunction with this policy.

**ACKNOWLEDGEMENT OF THIS POLICY**

I, \_\_\_\_\_ (print name), acknowledge that on \_\_\_\_\_ I received a copy of CBAI's Sexual Harassment Policy and that I read it, understood it, and agree to comply with it. I understand that CBAI has the maximum discretion permitted by law to interpret, administer, change, modify or delete this policy at any time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Representing