

CCL/CCE Volunteer Non-Harassment & Non-Discrimination Policy

Purpose

To ensure a safe, respectful, and inclusive environment for all volunteers of CCL. Harassment and discrimination of any kind between volunteers will not be tolerated. This policy outlines the procedures for reporting, investigating, and addressing harassment and discrimination claims between volunteers.

Scope

This policy applies to all volunteers of CCL at all events, chapter meetings, activities and functions related to the organization.

Definitions

Harassment

Any unwelcome conduct that demeans, humiliates or threatens an individual. This includes, but is not limited to, verbal, physical, visual, sexual or online harassment

Discrimination

Any unfair treatment or consideration of, or making a distinction in favor of or against, a person or thing based on the group, class or category to which that person or thing belongs rather than on individual merit.

Volunteer

Any individual who provides services to CCL without expectation of compensation.

Policy

Prohibition of Harassment and Discrimination

Harassment and discrimination between volunteers are strictly prohibited. All volunteers are expected to conduct themselves in a manner that promotes a safe and respectful environment.

Any form of harassment or discrimination, including but not limited to verbal, physical, visual, or online, is unacceptable and will result in disciplinary action.

Reporting Procedure

We strongly encourage any volunteer who experiences, comes to know of, or witnesses harassment or discrimination to report the incident as soon as possible to their [Regional Director or Focused Outreach Director](#).

Reports can be made verbally or in writing. Volunteers are encouraged to provide as much detail as possible, including the date, time, location, and description of the incident, as well as the names of those involved and any witnesses.

We are committed to investigating all reports and following a process that fully interviews all impacted parties.

If you have concern that CCL's Non-Harassment and Non-Discrimination policy may have been violated by anyone, you are encouraged to report the matter immediately. Due to the serious nature of harassment and discrimination, if you make a report to your [Regional Director or Focused Outreach Director](#) and that person either does not respond or does not respond in a manner you deem satisfactory or consistent with this policy, you have the option to report the situation to the Sr. Director of Programs or VP of Programs.

Contact Information

- Brett Cease, CCL Vice President of Programs, brett@citizensclimatelobby.org
- Elli Sparks, Sr. Director of Programs, elli@citizensclimatelobby.org

Summary

CCL is committed to ensuring a fair and impartial investigation process. If the investigation confirms that harassment or discrimination has occurred, appropriate disciplinary action will be taken against the offender. This may include but is not limited to a warning, suspension, or termination of the volunteer's role.

By volunteering with CCL, all volunteers agree to adhere to this Non-Harassment and Non-Discrimination Policy and contribute to a safe and respectful environment for all.

Note: This is a living document and subject to being updated.

Last Revised July 2, 2024