



Nondiscrimination/Anti-harassment Policy and Complaint Procedure

The Imperial Council of San Francisco, Inc. (ICSF) is a not-for-profit 501(c)(3) Public Benefit Corporation in the State of California that hosts and participates in a variety of entertainment and educational events, and activities to raise monies, which support the causes of other diverse community-based charitable organizations that do not discriminate based upon race, age, gender, sexual orientation, religion or ethnic background. Our purpose is to collect charitable contributions from individuals and organizations, to distribute those contributions to other not-for-profit 501(c)(3) public benefit charitable organizations, and to have fun while doing it. Our intent is to allow membership to any individual or organization. Though our primary membership is drawn from the LGBT culture we believe everyone has the right of inclusion and the desire to help their community..

Nondiscrimination/Anti-harassment Policy and Complaint Procedure

The Imperial Council of San Francisco, Inc. (ICSF, Inc.) is committed to a friendly, social, collaborative, charitable environment in which all individuals are treated with respect and dignity. Each individual, all ICSF, Inc. members, monarchs, titleholders, imperial family members, contractors, and designated representatives has the right to participate in a professional atmosphere that promotes equal opportunities and prohibits unlawful discriminatory practices, including harassment with any ICSF, Inc. sponsored events or event affiliated with ICSF, Inc. Therefore, **The Imperial Council of San Francisco, Inc. (ICSF, Inc.)** expects that all relationships among persons in the organizations will be highly respectful and free of bias, prejudice and harassment.

Non-Discrimination & Equal Opportunity

It is the policy of **The Imperial Council of San Francisco, Inc. (ICSF, Inc.)** to ensure equal opportunity without discrimination or harassment on the basis of race, color, religion, creed, national origin, ancestry, disability, gender, sexual orientation, transgender, gender identity, age, social-economic status, marital status, disability, veteran or draft status; or any other characteristic protected by federal, state or local laws. **The Imperial Council of San Francisco, Inc. (ICSF, Inc.)** prohibits any such discrimination or harassment.

Retaliation Is Also Prohibited

The Imperial Council of San Francisco, Inc. (ICSF, Inc.) encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of **The Imperial Council of San Francisco, Inc. (ICSF, Inc.)** to promptly and thoroughly investigate such reports. **The Imperial Council of San Francisco, Inc. (ICSF, Inc.)** prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Definitions of Harassment

1. **Sexual harassment** constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or

physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's membership; (2) submission to or rejection of such conduct by an individual is used as the basis for making eligibility or a decision affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's participation in the organization or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; and other physical, verbal or visual conduct of an unwanted sexual nature.

2. **Harassment** on the basis of any other protected characteristic also is strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, creed, national origin, ancestry, disability, gender, sexual orientation, transgender, gender identity, age, social-economic status, ancestry, marital status, disability, veteran or draft status; or any other characteristic protected by federal, state or local laws or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive professional and courteous environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work and performance for the organization, or (iii) otherwise adversely affects an individual's ability to fully participate in the ICSF, Inc organization.

Individuals and Conduct Covered

These policies apply to each individual, all ICSF, Inc. members, monarchs, titleholders, imperial family members, contractors, and designated representatives, whether related to conduct engaged in by fellow ICSF Inc. members or by someone not directly connected to **The Imperial Council of San Francisco, Inc. (ICSF, Inc.)** (e.g. an outside vendor, consultant or customer or community member).

Conduct prohibited by these policies is unacceptable at any ICSF, Inc. sponsored event or any event affiliated with ICSF, Inc. including meeting locations, this also includes any event-related setting outside the organization, such as during road trips, business meetings, coronations, fundraising activities and other social events.

Reporting an Incident of Harassment, Discrimination or Retaliation

The Imperial Council of San Francisco, Inc. (ICSF, Inc.) encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position in the organization. Individuals who believe that they have been the victim of such conduct should discuss their concerns with **The Imperial Council of San Francisco, Inc. (ICSF, Inc.) Board of Director's** (1) Chair or Vice-Chair of the Board, (2) Executive Officer(s) or (3) any Board Member. See the complaint procedure described below.

In addition, **The Imperial Council of San Francisco, Inc. (ICSF, Inc.)** encourages individuals who believe they are being subjected to such conduct promptly to advise the offender that his or her behavior is unwelcome and request that it be discontinued immediately. Often this action alone will resolve the problem. **The Imperial Council of San Francisco, Inc. (ICSF, Inc.)** recognizes, however, that an individual may prefer to pursue the matter through a ICSF, Inc. formal complaint procedure.

ICSF, Inc. shall adhere to the By-Laws and Codes of Conduct that describes the due process and procedure for such violations of the Non-discrimination Harassment and Retaliation Policy.

Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy statement or believe they have witnessed such conduct should discuss their concerns with the (1) Chair or Vice-Chair of the Board, (2) Executive Officer(s) or (3) any Board Member.

The Imperial Council of San Francisco, Inc. (ICSF, Inc.) encourages the prompt reporting (within 90 days) of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, the 90 day reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment and discrimination.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warnings, reprimands, temporary or permanent withdrawal of titles, censure, member suspension or termination of membership, as **The Imperial Council of San Francisco, Inc. (ICSF, Inc.)** believes appropriate under the circumstances.

Notwithstanding, ICSF, Inc, independent due process to remedy violation(s) of the Non-discrimination policy or prevent any future violation(s) of the Non-discrimination policy, the complainant may also choose to exercise his/her rights under federal state, or local non-discrimination laws to resolve their reported complainant or alleged violation(s) of discrimination or harassment.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

Conclusion

The Imperial Council of San Francisco, Inc. (ICSF, Inc.) has developed this policy to ensure that each individual, all ICSF, Inc. members, monarchs, titleholders, imperial family members, contractors, and designated representatives can participate in an environment free from unlawful harassment, discrimination and retaliation. **The Imperial Council of San Francisco, Inc. (ICSF, Inc.)** will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any member who has any questions or concerns about these policies should talk with the **Board of Director's** (1) Chair or Vice-Chair of the Board, (2) Executive Officer(s) or (3) any Board Member of **The Imperial Council of San Francisco, Inc. (ICSF, Inc.)**

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular race, color, religion, creed, national origin, ancestry, disability, gender, sexual orientation, transgender, gender identity, age, social-economic status, ancestry, marital status, disability, veteran or draft status; or any other characteristic protected by federal, state or local laws, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of **The Imperial Council of San Francisco, Inc. (ICSF, Inc.)** prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of membership. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Terms

Claimant for the purpose of this policy only means that allegation of a violation of discrimination, harassment or retaliation.

Respondent for the purpose of this policy only means that an allegation has been reported for a violation of discrimination, harassment and/or retaliation and an investigation has been opened.