

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

The All-Scandinavian Convention of Young People in Alcoholics Anonymous (“SCANCYPAA”) adheres to the spiritual principles of Alcoholics Anonymous (“AA”), its 12 Steps, Traditions, and Concepts. SCANCYPAA is committed to an environment that is free of discrimination and harassment, including sexual harassment. To this end, SCANCYPAA requires the SCANCYPAA Advisory Board (“Advisory Board”), SCANCYPAA Host Committee (“Host Committee”) members, Bid Committee members, attendees of the annual conference or events, and all participants in SCANCYPAA-operated or -moderated websites, internet forums or social media pages (including but not limited to: SCANCYPAA.org, the private SCANCYPAA Facebook group and Facebook groups maintained by the Host Committee) to adhere to this Policy.

NON-DISCRIMINATION POLICY

SCANCYPAA expressly prohibits any form of discrimination by or against its Advisory Board Members, Host Committee members, Bid Committee members, or attendees of the annual conference or events, and all participants in SCANCYPAA- operated or -moderated websites, internet forums or social media pages, based on age, race, color, religion, sex, national origin, creed, disability, sexual orientation, gender identity or gender expression.

Discrimination is the adverse treatment of any individual based on their said protected attribute, rather than on the basis of their individual merit.

ANTI-HARASSMENT POLICY

SCANCYPAA expressly prohibits any form of harassment or sexual harassment by or against any Advisory Board members, Host Committee members, Bid Committee members, attendees of the annual conference events, and all participants in SCANCYPAA-operated or -moderated websites, Internet forums or social media pages.

Harassment is unwelcome or unwanted conduct, whether verbal, physical or visual, toward an individual because of their age, race, color, religion, sex, national origin, creed, disability, sexual orientation, gender identity or gender expression, when the conduct creates an intimidating, hostile or offensive environment.

Sexual harassment is conduct by any person, whether of the same sex or opposite sex, which makes or subjects any person to unwelcome sexual advances, unwelcome requests for sexual favors, or engages in any other unwelcome verbal or physical conduct of a sexual nature, where (1) submission to or rejection of such conduct by an individual is used as the basis for decisions

affecting that individual, or (2) such conduct has the purpose or effect of unreasonably interfering with an individual's experience by creating an intimidating, hostile, or offensive environment.

Determining what constitutes sexual harassment depends upon the specific facts and the context in which the conduct occurs. Sexual harassment may take many forms-subtle and indirect, or blatant and overt. For example:

- It may be conducted toward an individual of the opposite sex or the same sex.
- It may occur between peers or between individuals in a superior-subordinate relationship.
- It may be aimed at coercing an individual to participate in an unwanted sexual relationship.
- It may consist of repeated actions or may arise from only a single incident if sufficiently serious.
- For example, any of these examples may constitute sexual harassment depending on the circumstances, and whether or not such conduct is perceived to be offensive by the person to whom it is directed or in whose presence it occurs:
 - (1) offensive sex-oriented verbal kidding, teasing or jokes;
 - (2) repeated unwanted sexual flirtations, advances or propositions;
 - (3) continued or repeated verbal abuse of a sexual nature;
 - (4) graphic or degrading comments about a person's appearance or sexual activity;
 - (5) offensive visual conduct, including leering, making sexual gestures, the display of offensive sexually suggestive objects or pictures, videos cartoons or posters;
 - (6) unwelcome pressure for sexual activity;
 - (7) suggestive or obscene letters, notes or invitations; or
 - (8) unwanted physical contact such as patting, grabbing, pinching, or brushing against another's body.
 - (9) not respecting clearly stated personal boundaries.

SCANCYPAA will promptly and thoroughly investigate the facts and circumstances of any claim of harassment in any form. If the Advisory Board determines that harassment has occurred, the offending Advisory Board member, Host Committee member, Bid Committee member, or attendee may be subject to discipline up to and including termination, removal, and/or prohibition from attending future conferences, at SCANCYPAA's sole discretion.

NON-DISCRIMINATION AND ANTI-HARASSMENT ENFORCEMENT GUIDELINES

Discrimination, harassment, and sexual harassment are unacceptable at SCANCYPAA's annual conference and all related events, and on SCANCYPAA-operated or moderated websites, internet forums and social media pages. Instances of discrimination, harassment, and sexual harassment violate this Policy even when they do not constitute a violation of law.

Reporting

Advisory Board members, Host Committee members, Bid Committee members, conference attendees, and participants in SCANCYPAA-operated or -moderated websites, internet forums, and social media pages should help assure SCANCYPAA and all related events are free from discrimination and harassment.

Anyone who feels that they are being subjected to discrimination, harassment, or sexual harassment should immediately request the person engaging in such behavior to stop, and should promptly report the behavior to any member of the Advisory Board or Host Committee. If the matter is not resolved to the individual's satisfaction by informal action, they may pursue a complaint of in writing. If at any time an Advisory Board member, Host Committee member, Bid Committee member, or attendee believes he or she has been a victim of or witness to a crime, the police should be notified directly.

Any Advisory Board or Host Committee member who is aware of or who receives a report of conduct which violates this Policy is required to report immediately to the SCANCYPAA Advisory Board. If an incident occurs in clear violation of the law, the Advisory Board shall notify the police directly.

Retaliation

No individual will be subject to, and it is the SCANCYPAA's policy to strictly prohibit, any form of discipline or retaliation for reporting incidents of discrimination, harassment, or sexual harassment, or for pursuing with SCANCYPAA or the appropriate governmental agency or otherwise any claim of discrimination, harassment, or sexual harassment. Any such discipline or retaliation is a violation of this policy. Any Advisory Board member, Host Committee member, Bid Committee member, or attendee determined by the Advisory Board to have engaged in such discipline or retaliation will be subject to discipline, up to and including termination or removal. Intentionally providing false information, however, is also grounds for termination or removal.

Investigation

Reports of discrimination, harassment, and sexual harassment are to be taken seriously and will be dealt with promptly by the Advisory Board. The specific action taken in any particular case depends on the nature and gravity of the conduct reported, and may include intervention, mediation, investigation, and the initiation of disciplinary processes as discussed more fully

below. Where discrimination, harassment, or sexual harassment is found to have occurred, the Advisory Board will act to stop the discrimination or harassment, act to prevent its recurrence, and discipline those responsible.

The Advisory Board will promptly, thoroughly, and impartially investigate the report of discrimination and/or harassment. The Advisory Board may put interim measures in place, such as a leave of absence or censure, while the investigation takes place. At the conclusion of the investigation, the Advisory Board will provide the complainant with an explanation of the investigation results.

The investigation may conclude in one of three ways:

- (1) That a violation of policy occurred;
- (2) That no violation occurred; or
- (3) That it cannot be determined whether or not a violation occurred.

Disciplinary or Corrective Action

When an investigation reveals a violation of this Policy has occurred the Advisory Board must take corrective action. Upon a finding of discrimination, harassment, or sexual harassment, the Advisory Board will take disciplinary or corrective action that it deems appropriate, in its sole discretion, under the circumstances. Disciplinary or corrective action may include, for example, termination, removal, dismissal, or prohibition from attending future SCANCYPAA conferences, events, and/or participation in SCANCYPAA-operated or -moderated websites, internet forums or social media groups. Discrimination, harassment, or sexual harassment need not amount to a criminal violation to be disciplined under this Policy.

Confidentiality

SCANCYPAA recognizes that confidentiality is important. Those responsible for implementing this Policy will respect the confidentiality and privacy of individuals reporting or accused of discrimination, harassment, or sexual harassment to the extent reasonably possible. Examples of situations where confidentiality cannot be maintained include circumstances when SCANCYPAA is required by law to disclose information (such as in response to legal process) and when disclosure is required by SCANCYPAA's outweighing interest in protecting the rights of others.

For questions, concerns, and reporting of incidents please email advisory@scancypaa.org