



# PCRG

## PaleoCultural Research Group

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### Personal Conduct/Harassment Policy

All PCRG employees, research associates, and volunteers are entitled by law to a respectful workplace. A respectful workplace is one in which an individual is comfortable with being themselves (within the bounds of good grooming and contemporary standards of behavior) and is not the subject of unwanted sexual advances, offensive behavior, or harassment intended to cause emotional harm. PCRG endorses guidelines set by the Equal Employment Opportunities Commission (EEOC), the Society for American Archaeology (SAA), the Society for Historical Archaeology (SHA), and the Register of Professional Archaeologists (RPA) on sexual and other harassment.

PCRG project participants also agree to abide by the relevant elements of SAA's Principles of Archaeological Ethics and the Colorado Archaeological Society's Code of Ethics.

The standards of what is considered offensive have changed frequently over the past several decades, and recognition of behavior as offensive strongly follows age cohorts. Thus, behavior deemed offensive by the affected individual will be investigated to determine if the incident was (1) repeated or isolated, (2) intended to offend, and (3) an abuse of position or was intended to create a hostile work environment. Some behaviors that are perceived as offensive may be relics of social mores that are no longer considered the social norm, and therefore represent an opportunity for discussion and education on the topic of concern, rather than discipline or dismissal. However, some behaviors, defined below, constitute harassment and will not be tolerated:

*Harassment is deliberate and repeated unsolicited verbal comments that are demeaning or derogatory to a particular individual or group and are therefore unwelcomed. Harassment is occurring when: these behaviors have the express or implied intention of isolating or alienating an individual or subgroup from the larger group; differences in attributes such as an individual's age, ability, race, skin color, gender, sex, sexual orientation, national or regional origin, or religion, are entwined with legitimate and healthy differences of opinion or scientific interpretation; or, such conduct has the purpose or effect of interfering with the work performance or creates an intimidating, hostile or offensive professional environment.*

*Sexual harassment is deliberate or repeated unsolicited verbal comments, gestures or physical contact of a sexual nature which are unwelcomed. Sexual harassment is happening when: submission to such conduct is explicitly or implicitly made a term or condition of an individual's employment, opportunities, or professional advancement; submission to or rejection of such contacts or behavior form the basis of a decision affecting such an individual; or, such conduct has the purpose or effect of interfering with the work performance or creates an intimidating, hostile, or offensive professional environment.*

Some obvious forms of sexual harassment are touching, grabbing, lewd gestures, jokes with a sexual connotation, publically displayed images of a sexual nature, and any behavior with sexual overtones that is intimidating or offensive to the recipient. Harassment may be written, spoken, or physical. Asking a co-worker for a date is not sexual harassment; but continuing to do so after being told "no" is harassment.

Employees, research associates, and volunteers must tell the harassing person that their behavior is offensive and that they must immediately stop the behavior, and the person who feels that they have been harassed must immediately report all incidents of harassment to their supervisor or project leader. All allegations of sexual harassment will be promptly, fully, and fairly investigated. Investigations will include a member of the same sex as the employee who reported the incident, unless they request otherwise. If no supervisor of the same sex as the harassed employee is available, or the employee believes it would be inappropriate to contact that person, the employee should report the incident(s) to another supervisor who is available or to a member of the PCRG Board of Directors (listed below). Any supervisor or manager who becomes aware of possible sexual or other



unlawful harassment should promptly advise the Research Director or any member of the Board, who will be responsible for ensuring that the matter is dealt with in a timely manner.

Because these matters can be extremely sensitive, PCRG, in compliance with legal restrictions, will attempt to keep employee complaints and all communications, such as interview notes and statements, in strict confidence. Employees, research associates, or volunteers will not suffer any intentional retaliation by the company for reporting confirmed harassment (e.g., demotion, discharge, unnecessary changes in scheduling). All supervisors, department heads, crew chiefs, and members of the Board at PCRG should be aware that sexual harassment is unacceptable conduct and that they are required to make a timely report of incidents and allegations to the appropriate personnel.

If the employee does not want to give details or names, he/she waives PCRG's legal obligations to investigate. This may result in allegations being left unresolved and involved persons may not be appropriately disciplined and may continue to harass the same or other employees. For this reason, PCRG encourages employees and others only to report harassment that is directed at themselves. Although witnessing behavior between others that appears to be harassment may make some individuals uncomfortable, PCRG cannot investigate harassment unless the object of the harassment institutes a complaint. The individual alleging harassment may be required to explain the nature of the offense during the investigation, if the behavior is not obviously offensive. However, complaints that infringe on the accused's lawful rights of self-expression, represent abuse of the respectful workplace by attempting to discriminate against co-workers on religious or other grounds, or cannot be quantified or explained specifically may be dismissed. Complaints of harassment are a serious matter with the potential to significantly disrupt the respectful workplace. Those who would use this policy for spiteful, petty, or prejudicial reasons are cautioned that investigation of such complaints may lead to discipline for the accuser(s), if the accusations are determined to lack merit.

If it is determined that sexual harassment has occurred, appropriate remedies for the complaint and disciplinary action against the offender will follow. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment or immediate dismissal from the organization, and removal from the field project, camp, or premises.