



It is the policy of SPIE that all individuals are entitled to respectful treatment. Any form of harassment is unacceptable. SPIE promotes an environment that is free of inappropriate behavior and harassment by, or toward employees, members, attendees, volunteers, contractors, suppliers, or customers. This global policy applies to all locations and situations where SPIE business is conducted and to all SPIE-sponsored activities and events. This policy does not replace the specific staff policies for situations in which only staff are involved.

Reported or suspected occurrences of harassment will be promptly and thoroughly investigated. Following an investigation, SPIE will immediately take any necessary and appropriate action. SPIE will not permit or condone any acts of retaliation against anyone who files harassment complaints or cooperates in the investigation of same.

Harassment

1. The term "harassment" may include, but is not limited to, unwelcome slurs, jokes, or verbal, graphic or physical conduct relating to an individual's race, color, religious creed, sex, national origin, ancestry, citizenship status, age, gender or sexual orientation; and includes verbal comments, or electronic communications that reinforce social structures of domination (such as related to gender, gender identity and expression, sexual orientation, disability, physical appearance/size, race, age, religion, nationality) or other offensive, non-inclusive remarks, deliberate intimidation, stalking or following others, verbal abuse, aggressive verbal confrontations, threats of violence, harm and disruptive behavior
2. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature where such conduct creates an unreasonable, intimidating, hostile or offensive environment.

How to report a concern

Anyone who feels harassed is encouraged to immediately inform the alleged harasser that the behavior is unwelcome. In many instances, the person is unaware that their conduct is offensive and when so advised, can easily and willingly correct the conduct so that it does not reoccur. (Note: anyone who feels harassed is NOT required to address the person believed guilty of inappropriate conduct) If the informal discussion with the alleged harasser is unsuccessful in remedying the problem or if complainant does not feel comfortable with such an approach, he/she should contact any of the following SPIE staff: Staff Members present at SPIE Events (found at Registration, Bookstore, Speaker Check-In Desk, Short Course Desk, or near front entrance to any SPIE event), the current President at this private e-mail: spiepresident@spie.org or the Manager of Human Resources at this private e-mail: HRManager@spie.org. Or they may call the SPIE reporting hotline at 1-888-818-6898 or access the reporting hotline online at the following web address:

<https://secure.ethicspoint.com/domain/media/en/gui/35717/index.html> All complaints will be promptly and thoroughly investigated.

All reports of harassment or sexual harassment will be treated seriously. However, absolute confidentiality cannot be promised nor can it be assured. SPIE will conduct an investigation of any complaint of harassment or sexual harassment, which may require limited disclosure of pertinent information to certain parties, including the alleged harasser.

Investigative Procedure

Once a complaint of harassment or sexual harassment is received, SPIE will begin a prompt and thorough investigation. For any complaint of harassment or sexual harassment, the Manager of Human Resources will work with either the SPIE President or President Elect, as appropriate, to form a three person Board level committee to address the situation. The investigation may include interviews with all involved parties, including the alleged harasser, and any parties who are aware of facts or incidents alleged to have occurred. Upon completion of the investigation of a harassment or sexual harassment complaint, the committee will recommend to the SPIE President, the SPIE Board and/or the Executive Director to take appropriate actions to address the issue.

No retaliation will be taken against any individual who reports a problem concerning possible acts of harassment or sexual harassment. Individuals can raise concerns and make reports without fear of reprisal. Questions about what constitutes harassing behavior should be directed to the Manager of Human Resources.

SPIE Management Responsibility

Every Officer, Director, Supervisor and Manager is responsible for ensuring that SPIE provides an environment free of all forms of harassment and inappropriate behavior and that complaints are handled promptly and effectively. With the assistance of Human Resources, SPIE management must inform their units about the policy, promptly investigate allegations of harassment, take appropriate disciplinary action, and take steps to assure retaliation is prohibited. A copy of the policy will be distributed to every Board Member, Conference Chair, Author and Instructor. The policy is also distributed to every conference attendee during the registration process.



Toyohiko Yatagai, SPIE President

December 15, 2015

Date