



CONDUCT AND ETHICS

Anti-Discrimination and Harassment Policy

ADOPTED BY THE BOARD OF DIRECTORS

November 19, 2024

ORGANIZATION

Foosball Clubs USA Inc., a 501(c)(3) nonprofit

This is the adopted version of this policy. Find every FCUSA policy at
foosballclubsusa.com/policies. Questions are welcome at
admin@foosballclubsusa.com.

Foosball Clubs USA Inc.

Anti-Discrimination and Harassment Policy

1. Purpose

The purpose of this policy is to promote a work and participation environment free from discrimination and harassment. This policy outlines the organization's commitment to preventing and addressing any forms of discrimination and harassment, ensuring that all individuals are treated with respect and dignity.

2. Scope

This policy applies to all employees, volunteers, participants, and any other individuals associated with Foosball Clubs USA Inc.

3. Policy Statement

Foosball Clubs USA Inc. is committed to providing an inclusive and respectful environment free from discrimination and harassment. Discrimination and harassment of any kind are strictly prohibited and will not be tolerated.

4. Definitions

- **Discrimination:** Any unjust or prejudicial treatment of individuals based on race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other characteristic protected by law.
- **Harassment:** Any unwanted conduct related to a protected characteristic that violates an individual's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.
- **Sexual Harassment:** Any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

5. Examples of Prohibited Conduct

Examples of discrimination and harassment include, but are not limited to:

- **Verbal:** Offensive jokes, slurs, name-calling, or threats.
- **Physical:** Unwelcome touching, assault, or physical intimidation.
- **Visual:** Displaying offensive or inappropriate images, gestures, or written materials.
- **Behavioral:** Bullying, exclusion, or other behavior that undermines an individual's dignity or well-being.

6. Reporting Procedures

- **How to Report:** Any individual who believes they have been subjected to or have witnessed discrimination or harassment should report the incident to their supervisor, the Human Resources Department, or the designated Anti-Discrimination Officer.
- **Confidentiality:** Reports will be handled with the utmost confidentiality to the extent possible, consistent with the need to conduct a thorough investigation.
- **Anonymous Reporting:** Individuals may report incidents anonymously, although this may limit the ability to investigate the complaint thoroughly.

7. Investigation Process

- **Initial Review:** Upon receiving a complaint, the designated Anti-Discrimination Officer or Human Resources Department will conduct an initial review to determine the appropriate course of action.
- **Investigation:** A prompt, thorough, and impartial investigation will be conducted. This may include interviews with the complainant, the alleged offender, and any witnesses.
- **Documentation:** All findings and actions taken will be documented and kept in a confidential file.
- **Interim Measures:** If necessary, interim measures may be taken to ensure the safety and well-being of the complainant and others involved.

8. Resolution and Disciplinary Action

- **Findings:** Based on the investigation, a determination will be made regarding the validity of the complaint.
- **Actions:** If the complaint is substantiated, appropriate disciplinary action will be taken against the offender. This may include, but is not limited to, verbal or written warnings, suspension, termination, or other corrective actions.
- **Notification:** The complainant and the alleged offender will be informed of the findings and any actions taken.

9. Non-Retaliation

Foosball Clubs USA Inc. strictly prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation. Any acts of retaliation will be subject to disciplinary action.

10. Training and Awareness

- **Training:** All employees and volunteers will receive training on the Anti-Discrimination and Harassment Policy and procedures.
- **Awareness:** Information about this policy will be made available to all individuals associated with Foosball Clubs USA Inc.

11. Responsibilities

- **Employees and Volunteers:** Understand and comply with the Anti-Discrimination and Harassment Policy. Report any incidents of discrimination or harassment.
- **Supervisors and Managers:** Ensure that the policy is communicated and enforced. Support individuals who report discrimination or harassment and participate in investigations as needed.
- **Human Resources Department:** Oversee the implementation of the policy. Conduct investigations and maintain confidentiality. Provide training and support.

12. Review and Revision

This Anti-Discrimination and Harassment Policy will be reviewed annually to ensure its effectiveness and relevance. Updates and revisions will be made as necessary to reflect changes in laws, organizational policies, or best practices.

13. Conclusion

Foosball Clubs USA Inc. is dedicated to fostering a safe and inclusive environment where all individuals are treated with respect and dignity. By adhering to this Anti-Discrimination and Harassment Policy, the organization ensures that any incidents of discrimination or harassment are addressed promptly and effectively.