



CONDUCT AND ETHICS

Sexual Harassment Complaints 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.

Sexual Harassment Complaints Policy

1. Purpose

The purpose of this policy is to provide a safe and respectful environment for all employees, volunteers, and participants at Foosball Clubs USA Inc. This policy outlines the procedures for reporting, investigating, and resolving complaints of sexual harassment.

2. Scope

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

3. Definition of Sexual Harassment

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or participation decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment.

4. Examples of Sexual Harassment

Examples of sexual harassment may include, but are not limited to:

- Unwelcome sexual advances or propositions.
- Inappropriate touching, patting, or pinching.
- Sexually suggestive comments, jokes, or gestures.
- Displaying sexually explicit materials.
- Making sexual comments about an individual's body or appearance.
- Sending sexually explicit messages or images.

5. Reporting Sexual Harassment

- **Who Can Report:** Any employee, volunteer, participant, or individual associated with Foosball Clubs USA Inc. who believes they have been subjected to sexual harassment or have witnessed sexual harassment.
- **How to Report:** Complaints can be reported verbally or in writing to any of the following:
 - Immediate supervisor or manager.
 - Human Resources Department.
 - Designated Sexual Harassment Officer.
- **Confidentiality:** All complaints will be handled with the utmost confidentiality to the extent possible, consistent with the need to conduct a thorough investigation.

6. Investigation Process

- **Initial Review:** Upon receiving a complaint, the designated Sexual Harassment 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 harasser, 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.

7. 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 harasser. This may include, but is not limited to, verbal or written warnings, suspension, termination, or other corrective actions.
- **Notification:** The complainant and the alleged harasser will be informed of the findings and any actions taken.

8. Non-Retaliation

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

9. Training and Awareness

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

10. Responsibilities

- **Employees and Volunteers:** Understand and comply with the Sexual Harassment Complaints Policy. Report any incidents of sexual harassment.
- **Supervisors and Managers:** Ensure that the policy is communicated and enforced. Support individuals who report sexual 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.

11. Conclusion

Foosball Clubs USA Inc. is committed to maintaining a safe and respectful environment for all individuals. By adhering to this Sexual Harassment Complaints Policy, we can ensure that any incidents of sexual harassment are addressed promptly and effectively, fostering a positive and inclusive atmosphere.