



CONDUCT AND ETHICS

Sexual Harassment Prevention Training 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 Prevention Training Policy

1. Purpose

The purpose of this policy is to establish a comprehensive training program to prevent sexual harassment within Foosball Clubs USA Inc. This policy outlines the requirements and procedures for providing training to all employees, volunteers, and participants to ensure a safe and respectful environment.

2. Scope

This policy applies to all employees, volunteers, and participants of Foosball Clubs USA Inc.

3. Policy Statement

Foosball Clubs USA Inc. is committed to preventing sexual harassment and fostering a safe and respectful environment for all individuals. To achieve this, the organization will provide regular and mandatory sexual harassment prevention training to all employees, volunteers, and participants.

4. Training Requirements

- **Frequency:** Sexual harassment prevention training will be conducted annually for all employees, volunteers, and participants.
- **Duration:** Each training session will be a minimum of two hours.
- **Content:** The training will cover the following topics:
 - Definition and examples of sexual harassment.
 - Legal and organizational policies regarding sexual harassment.
 - Reporting procedures for sexual harassment complaints.
 - Investigation and resolution processes.
 - Prevention strategies and bystander intervention.
 - Rights and responsibilities of employees, volunteers, and participants.

5. Training Delivery

- **Format:** Training will be delivered through a combination of in-person workshops, online modules, and interactive sessions.

- **Trainers:** Qualified trainers with expertise in sexual harassment prevention and relevant laws will conduct the training sessions.
- **Materials:** Training materials, including handouts, presentations, and resources, will be provided to all participants.

6. Attendance and Certification

- **Mandatory Attendance:** All employees, volunteers, and participants are required to attend the sexual harassment prevention training.
- **Certification:** Upon completion of the training, participants will receive a certificate of completion. Records of attendance and certification will be maintained by the Human Resources Department.

7. New Hires and Volunteers

- **Orientation:** New employees and volunteers will receive sexual harassment prevention training as part of their orientation process.
- **Timeline:** New hires and volunteers must complete the training within 30 days of their start date.

8. Responsibilities

- **Employees and Volunteers:** Attend and actively participate in the sexual harassment prevention training. Apply the knowledge and skills learned to prevent and address sexual harassment.
- **Supervisors and Managers:** Ensure that all employees and volunteers under their supervision attend the training. Support and reinforce the principles of the training in the workplace.
- **Human Resources Department:** Coordinate and schedule training sessions. Maintain records of attendance and certification. Provide support and resources for training delivery.

9. Evaluation and Improvement

- **Feedback:** Participants will be encouraged to provide feedback on the training sessions to help improve the program.
- **Review:** The training program will be reviewed annually to ensure its effectiveness and relevance. Updates and improvements will be made based on feedback and changes in laws or organizational policies.

10. Non-Compliance

- **Consequences:** Failure to attend or complete the sexual harassment prevention training may result in disciplinary action, up to and including termination of employment or volunteer status.
- **Remediation:** Employees and volunteers who miss a scheduled training session must attend a make-up session within a specified timeframe.

11. Conclusion

Foosball Clubs USA Inc. is dedicated to creating a safe and respectful environment for all individuals. By providing comprehensive sexual harassment prevention training, the organization aims to educate and empower employees, volunteers, and participants to prevent and address sexual harassment effectively.