



The Sixth Floor Museum at Dealey Plaza Safe Workplace Policy

June 2019

- The Sixth Floor Museum provides for the health and safety of its guests, volunteers and employees through a continuing program designed to reduce the possible causes of accidents and to create a healthy environment consistent with the fulfillment of the mission of Museum.
- The Museum is committed to a workplace free of bullying, discrimination, violence, sexual harassment and any other form of harassment. All employees, customers, vendors, board members and business associates should be treated with courtesy and respect at all times. In an effort to prevent bullying, discrimination, violence, sexual harassment and other forms of harassment from occurring, this policy will be communicated with each employee. No employee, intern or volunteer is exempt from this policy. Supervisory and managerial personnel are responsible for taking proper action to end such behavior in their workplace.
- Employees are expected to refrain from any fighting, offensive conduct, indirect or direct threats of violence or harassing behavior of any employee; whether verbal or nonverbal. These behaviors may be intentional or unintentional, but it must be noted that when an allegation of these behaviors are made, it is the effect of the behavior that is most important.
- Conduct regarding Museum employees, whether verbal or physical will be considered harassment if it shows hostility toward an individual because of his or her actual or perceived race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), national origin, citizenship status (if authorized to work in the United States), disability, status as a veteran, sexual orientation, or any protected status *and if it:*
 - has the purpose or effect of creating an intimidating, hostile or offensive work environment;
 - has the purpose or effect of unreasonably interfering with an individual's work or performance; or
 - otherwise adversely affects an individual's employment opportunities.

Procedure for Reporting Discrimination or Harassment

- The Museum has designated the Chief Executive Officer and Human Resources as the parties responsible for the implementation of this policy.
- Retaliation against anyone making a good faith complaint or report will not be permitted. No employee will be retaliated against for reporting such violations of this policy in good faith or for participating in any investigation.