



220 WILLOW ST • NASHVILLE, TN • 37210  
WWW.NASHVILLESTEAM.ORG

## Equal Opportunity and Anti-Harassment Policy

### Objective

The Nashville Steam Preservation Society, Inc. (NSPS) is an equal opportunity volunteer and employer organization. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. NSPS prohibits discrimination and harassment of any type and affords equal employment and volunteer opportunities to employees, applicants, and volunteers without regard to race, color, religion, sex, national origin, age, disability, socioeconomic status, marital status, genetic information or any other category protected by federal, state, or local law. NSPS conforms to the letter of all applicable laws and regulations.

### Scope

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between NSPS and its employees and volunteers, including:

- Recruitment
- Volunteer Opportunities
- Employment
- Promotion
- Training
- Working conditions
- Wages and salary administration
- Employee benefits and application of policies.

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with NSPS.

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The **NASHVILLE STEAM PRESERVATION SOCIETY, INC.** is a 501c(3) Not-for-Profit Corporation whose mission is to preserve our history by restoring and operating relevant historic railroad equipment for the purposes of education, tourism, and goodwill to and for **METRO NASHVILLE**. [EIN: 47-5228161]

## **Dissemination and Implementation of Policy**

The officers of NSPS will be responsible for the dissemination of this policy. Directors, managers and supervisors are responsible for implementing equal employment practices within each department. The Volunteer Coordinator is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

## **Procedures**

NSPS administers our Equal Opportunities Policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Advertising for job openings with the statement “An Equal Opportunity Employer—M/F/D/V.”
- Posting all required job openings with the appropriate state agencies.
- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies or participates in an EEO agency proceeding.
- Requiring employees to report to a member of management or director any apparent discrimination or harassment. The report should be made within 48 hours of the incident.
- Promptly notifying the management and directors of all incidents or reports of discrimination or harassment and taking other appropriate measures to resolve the situation.

## **Harassment**

Harassment is a form of unlawful discrimination and violates NSPS policy. Prohibited sexual harassment, for example, is defined as unwelcome sexual advances, request 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.
- Submission to or rejection of such conduct by an individual is used as the basis for employment and volunteer status decisions affecting such individuals.
- Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.



NSPS encourages volunteers and employees to report all incidents of harassment to a member of management or director. NSPS conducts harassment prevention training for all volunteers and employees, and maintains and enforces a complaint procedures and penalties for violations policy. NSPS investigates all complaints of harassment promptly and fairly, and, when appropriate, takes immediate corrective action to stop the harassment and prevent it from recurring.

### **Remedies**

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. NSPS will promptly, thoroughly and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment or volunteer status.

