

Klamath Film

POLICIES & PROCEDURES

Last Revised April 21, 2021

KLAMATH FILM POLICY.....MEMBERSHIP DUES

Last Revised January 1, 2019

1. Membership dues shall be \$25 for 1 year. New memberships are to be paid at or before Klamath Film's regularly scheduled monthly meeting.
2. Membership renewals are due on the annual date of each member's initial membership join. The renewal date only resets if there is at least a 4 month gap in an individual's membership.
3. Payment of dues will allow Klamath Film members to regularly attend monthly membership meetings, vote on the yearly election of two members to the Board and any changes to the By-laws which affect member rights, and access Klamath Film's production equipment as detailed in the section titled "Equipment Borrowing" in this document. See also the chart titled "Member/Supporter Tiers 2019".
4. Newly paid members prior to a vote must have actively attended multiple Klamath Film meetings/events over the course of the 3 months prior to voting in order to be eligible to vote.
5. The Board of Directors may remove an Officer or Board member from his/her position and/or terminate theirs or any other member's membership by a 2/3 vote by the Board for conduct unbecoming a member or prejudicial to the aims or repute of Klamath Film, after notice and opportunity for a hearing are afforded the member complained against.
6. K-12 students are welcome to attend as many Klamath Film meetings as they like, as non-members, with no requirement to join. All other visitors are encouraged to become members after attending 2 meetings.

Member/Supporter Tiers 2019

effective January 1, 2019

Filmmakers

Tier	Cost	Description/Benefits	Value
Non-member	n/a	Can attend 2 monthly Klamath Film meetings before being asked to be a member in order to continue attending meetings/benefitting from Klamath Film. Non-members have no vote.	No downside to checking us out
K-12	Free	K-12 allowed to attend all monthly Klamath Film meetings as Non-members. Can not borrow equipment. Non-members have no vote.	Free has unlimited/infinite value!
Klamath Film Member	\$25/year	Can attend all monthly Klamath Film meetings. Can borrow filmmaking equipment. Can vote on member issues. \$5 discount on ALL Klamath Film shows/events.	\$20-25+ Depending on # of Klamath Film shows/events attended

Supporters

Tier	Cost	Description/Benefits	Value
Popcorn Pass	\$30/year	Non-member status. 4 free single show tickets to Klamath Film shows of your choice	At least \$40
Fest Friend	\$75/year	Non-member status. 4 free single show tickets to Klamath Film shows of your choice plus 1 KIFF Festival Pass!	At least \$100
Movie Mad!!	\$125/year	Non-member status. 4 free single show tickets to Klamath Film shows of your choice plus 2 KIFF Festival Passes!	At least \$160

KLAMATH FILM POLICY.....BOARD OF DIRECTORS

Last Revised September 4, 2017

1. The Board will review the potential contributions of any individual who wishes to be considered for a seat on the Board, as well as the contributions of the current Board members themselves, based on a criteria of knowledge, experience, character, and dedication to Klamath Film defined as follows:
 - a. Knowledge – Directly or indirectly related knowledge beneficial to Klamath Film
 - b. Experience – Directly or indirectly related experience beneficial to Klamath Film
 - c. Character – Valued general traits such as, but not limited to, enthusiasm, communication, perspective, diversity, objectivity etc. and/or particular traits such as problem solving, mediation, articulation, etc.
 - d. Dedication – Dedication to the ideals, growth, improvement and success of Klamath Film. Note: regular participation in individual group projects and/or attendance at Klamath Film general membership meetings is not necessarily required to demonstrate dedication to Klamath Film itself.
2. The Board may choose to remove another Board member from their seat if he/she misses three or more meetings within a calendar year.

KLAMATH FILM POLICY.....EQUIPMENT BORROWING

Last Revised June 13, 2018

1. Borrowing of Klamath Film equipment is available to paid members only.
2. Klamath Film's Quartermaster shall be responsible for keeping Klamath Film equipment in a location for which such equipment would reasonably be considered safe and protected from theft and damage. The Quartermaster shall be responsible for maintaining equipment in ways such as but not limited to noting condition, marking/labeling/categorizing equipment, resetting parameters, clearing memory, taking and coordinating use reservations, reacquiring equipment after use in a timely manner, etc.
3. Any particular Klamath Film equipment may be borrowed up to a maximum of 1 week. If there are no reservation requests for the equipment at the end of such period, additional time may be extended at the Quartermaster's discretion. At the end of a member's borrowing period he/she must wait at least 1 week before borrowing the same equipment again, and cannot ask to reserve the same equipment at all, until the 1 week window has passed, in order to allow others an open opportunity to borrow the equipment.
4. Borrowing of certain Klamath Film equipment may require Klamath Film members to sign a one-time policy acceptance form, including additional information such as driver's license, address, etc. for the purpose of further protecting such equipment. Such equipment shall be limited to members at least 18 years old. An exception may be made at the Board's discretion if the policy acceptance form is signed by a legal parent or guardian.
5. Members shall use their own consumables/accessories (memory cards, hard drives, batteries, light bulbs, etc.) except when Klamath Film specifically provides such for use (such as rechargeable batteries, ink used in a Group printer, etc.)
6. Equipment shall be picked up from, and returned directly to the Quartermaster, at a reasonable time and location of the Quartermaster's choosing. Requests to the Quartermaster shall be made at least 24 hours in advance. Please remember borrowing of equipment is a privilege, not a right, and the Quartermaster is not 'on-call'.
7. Klamath Film members shall sign-out equipment for use, noting any damage to the equipment, cosmetic or otherwise, with the Quartermaster. The signed borrower is solely responsible for the assigned equipment until he/she signs it back in with the Quartermaster. If equipment is returned with new damage, the borrower shall be responsible for 50% of the repair or replacement cost if such action needs to be taken as determined by the Board. The borrower will be responsible for 100% of the replacement cost for lost items. The Board may opt to lower or waive this requirement on a non-discriminatory, case-by-case basis, at their discretion.
8. If loss/damage fees are not paid, the responsible member will have his/her borrowing privilege suspended. If equipment is returned late, the responsible member *may* have his/her borrowing privilege suspended for 1 month, at the Quartermaster's discretion. If the offense is a repeated or flagrant policy violation, the Quartermaster may ask the Board for a stronger penalty at his/her discretion.

KLAMATH FILM POLICY.....CONFLICTS OF INTEREST

Last Revised September 4, 2017

Article I Purpose

The purpose of the conflict of interest policy is to protect the Klamath Film's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an Officer or Board member of the Organization, or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II Definitions

1. **Interested Person** Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. **Financial Interest** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,

b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or

c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III Procedures

1. Duty to Disclose In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V Compensation

1. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the

Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a.** Has received a copy of the conflicts of interest policy,
- b.** Has read and understands the policy,
- c.** Has agreed to comply with the policy, and
- d.** Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a.** Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b.** Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

KLAMATH FILM POLICY.....PERTAINING TO MEETINGS OF THE BOARD

Last Revised September 1, 2014

1. Board meetings shall be attended by Board Members only.

2. The required number or percentage of votes to pass shall be based on the number of votes cast.
3. Abstention:
 - a. The quorum shall be unaffected by abstaining members.
 - b. Abstention shall not count as a vote cast.
4. If a quorum is not present, a motion may still be passed by signatures acquired from all Board members, if approval is unanimous.

KLAMATH FILM POLICY.....REIMBURSEMENTS/PAYMENTS

December 13, 2017

1. Members may request to be reimbursed for purchases by personal payment specifically pre-approved by the Board of Directors. If the Board has not pre-approved a purchase (such as, but not limited to, an impulse buy on a limited offer), members may still seek reimbursement through the Board, but are not guaranteed approval.
2. If the reimbursement of a purchase totals \$100 or less, the Executive Director may authorize such reimbursement at his or her discretion. Such reimbursement shall still require a second signature. Any of the other account signatories may refuse to endorse the reimbursement and if no additional signature is acquired, reimbursement must be sought through the Board.
3. The Executive Director's signature shall be accepted as one of the two signatures required on any and all Klamath Film checks.

KLAMATH FILM POLICY.....YOUTH PROTECTING POLICY

February 17, 2021

Klamath Film understands the importance of protecting youth in the community and in our programs and therefore wishes to provide a safe and secure environment. The Board Of Directors of the **Klamath Film** has adopted this policy on **Feb. 17, 2021** in order to provide practices that will protect youth from incidents of misconduct or inappropriate behavior and also protect the employees and volunteers from false accusations.

Definitions

Staff – all employees, full and part-time, and program volunteers that have any contact with youth or access to facilities

Youth – individuals 17 years of age or younger

Screening

All **Klamath Film** staff will be screened in accordance with this policy. Screening will include at least the following:

1. Written Application

All potential staff must complete and sign a written application form that includes a Fair Credit Reporting Act (FCRA) compliant release allowing the **Klamath Film** to conduct a background information search. The application will request basic information from the applicant and will inquire into previous experience with children, reference and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in a personnel file at the **Klamath Film** administrative office.

2. Personal Interview

A personal interview will be conducted with the applicant by management staff to discuss the position and the applicant's talents, qualifications and abilities. Multiple and/or group interviews may be conducted as appropriate.

3. Reference Checks

All applicants must provide at least three (3) references. References may be personal or professional and be presented in written form or by providing phone contact information. All references will be confirmed by management staff and documented in the applicant's personnel file. At least one reference will be from a personal contact if available.

4. Criminal Background Check

Criminal background checks will be conducted for all potential staff after they've completed an application. Background checks will comply with applicable regulations governing programs. Applicants will not be considered for positions when checks show evidence of convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to the mission of the ***Klamath Film***. Failure to disclose a criminal conviction on the application form may also terminate an individual's application.

Training and Education

All staff will receive an orientation that includes:

- Review and receipt of the ***Klamath Film*** Code of Conduct; an original signed copy will be kept in the individual's personnel file – at the time of activation
 - Review of policies related to aquatic safety, transportation, prevention and reporting of child abuse and emergency procedures - within the first week of their activation
 - Training in recognizing signs of suspected child abuse - within three months of activation
 - Training in the prevention of "Bullying" - within three months of activation
 - Supervisors will be trained on hiring and screening potential staff members - within three months of activation
 - Policy volunteers will review this policy as part of their initial orientation
 - Staff training and orientations will be updated and refreshed each year Documentation of all training will be maintained in each individual's personnel file.
- The ***Klamath Film*** will offer educational information and resources for the community, parents and youth through workshops, programs, and the use of printed and/or audio-visual resources.

Supervision

Supervision of youth, programs, facilities and staff will be designed to protect youth and staff at all times. Practices to ensure a safe and caring environment will include:

- Staff members will have their photo taken for an ID badge that will be worn at all times while on duty. A copy of the photo will be included in each individual's personnel file.
- Management staff will make unannounced visits at least two times per month to every youth program.
- A minimum of two staff should be assigned to each program, operating site and vehicle.
- Staff members will never be alone with an individual youth where they are not observable by others.
- Non-adult (minor) staff will not be included in prescribed staff to youth ratios.
- Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room. All storage, maintenance and utility area doors will be secured when not in use.
- All sites of operation will have access to a telephone on location during operating hours.

- Staff and youth will follow the “Rule of Three” at all times.
- Youth will never be left unsupervised; including bathrooms, locker rooms, or showers.
- Written restroom use practices will be in place for all youth programs.
- Facilities will be well lighted indoors and out.
- Guests, service and contractors will sign-in to all facilities.
- Staff will never release youth to anyone other than the authorized parent(s), guardian(s), or an individual authorized by parents in writing or verified by phone. Sign-in and sign-out will be in place for all youth programs.
- Staff will check for signs of physical injury or emotional abnormality each time a child reports to program.
- Staff will utilize constructive methods for maintaining group control and managing youth behavior.
- Staff will not disrobe a child other than outer garments without the presence of another staff member.
- Staff will avoid changing clothes in front of youth.
- All staff will fulfill a probationary period of three months until all training and orientation is completed.

Contact with Youth

It is understood that caring quality staff will develop positive relationships with youth while involved in ***Klamath Film*** programs. The following practices will be followed to ensure the protection of both youth and staff outside of ***Klamath Film*** programs.

- Staff will not initiate contact with or accept supervisory responsibility for youth outside of ***Klamath Film*** programs and activities, including baby-sitting or private instructions. Staff with prior or family relationships to youth may be relieved of this restriction with prior documented Executive approval.
- Staff will not communicate with youth outside of ***Klamath Film*** programs via written, electronic or other means without express Executive approval.
- Staff will appear and behave in a manner consistent with the mission and values of ***Klamath Film*** at all times while on or off duty; including electronic, written and verbal communications.

Communications

The ***Klamath Film*** will promote positive values and youth protection strategies in its programs, facilities, with parents and in the community.

- Parents will receive regular written information about the programs content and schedules; feedback regarding their child's participation in program including behavior and general health; and an introduction to the program staff.
- Parents will be allowed to observe programs at any time as appropriate

- Parents and the community will be made aware of the **Klamath Film** youth protection efforts through regular written and/or electronic communication including: the staff code of conduct, abuse prevention training for staff and youth, how to report suspicious behavior and that staff is not allowed to contact youth outside of programs.
- The **Klamath Film** will designate a spokesperson to the media and community in the event of any incident concerning abuse or neglect.

Reporting Requirements

For purposes of this policy, “child abuse” is any action (or lack of action) that endangers or harms a child’s physical, psychological or emotional health and development.

Klamath Film staff is recognized as mandated reporters and will report known or suspected child abuse immediately or as soon as practically possible. The **Klamath Film** will follow current regulations and guidelines for the reporting of abuse.

Staff will follow an internal chain of command for the reporting of abuse and may report directly to local authorities if their supervisor does not handle any report immediately.

If an incident of abuse or neglect is alleged to have occurred at or during **Klamath Film** programs or activities, the following procedure shall be followed:

- The parent or guardian of the child will be notified
- The appropriate authorities will be notified; consistent with local, state and/or federal regulations
- The alleged perpetrator of the abuse or misconduct will immediately be placed on leave from the **Klamath Film** pending an investigation
- The insurance company will be notified, and an incident report will be completed
- The **Klamath Film** will cooperate with any investigation of the incident by state or local authorities. In the event there is no investigation of the incident by state or local authorities, a management team will be formed to investigate the circumstances of the incident. The team should act only in consultation with our insurance company and/or attorney.
- Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position with **Klamath Film**

Monitoring

This policy will be reviewed and updated as needed by the **Klamath Film** Board of Directors or its designee on an annual basis.

Adopted on **Feb. 17, 2021** by the **Klamath Film** Board of Directors.

KLAMATH FILM POLICY.....NON-DISCRIMINATION POLICY

April 21, 2021

1. Klamath Film is compliant to local, state, and federal laws, rules, and regulations, in whole, and particularly with regard to the provisions required to maintain its status as an Oregon nonprofit, public benefit, membership corporation, and as required in order to maintain its 501(c)(3) status according to the United States Internal Revenue Code. Klamath Film is open to any and all interested persons, parties, organizations, groups who have a desire to build, learn, promote, sustain, and engage in the art of film/video production in the Klamath Basin and the region it serves. It shall establish no policy nor tolerate any action as an organization or its representatives to knowingly or otherwise intentionally discriminate or harass on the basis of race, color, religion, gender, gender expression, age, ancestry, disability, marital status, sexual orientation, political beliefs, or military status in any of its activities or operations. Klamath Film is committed to a work environment in which all individuals are treated equally with respect and dignity and free from unlawful harassment, discrimination or retaliation.

KLAMATH FILM POLICY.....SEXUAL HARASSMENT

April 21, 2021

Klamath Film, "the organization," prohibits unlawful discrimination and harassment. This policy defines these terms and provides a complaint procedure for employees who believe they have been the victims of prohibited conduct. This policy applies to all matters related to hiring, firing, transfer, promotion, benefits, compensation, and other terms and conditions of employment.

Discrimination and Workplace Harassment

It is Klamath Film policy to provide a work environment free from unlawful discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age, expunged juvenile record, performance of duty in a uniformed service or physical or mental disability, or any other characteristic protected by local law, regulation, or ordinance.

It is policy that all employees, customers, clients, contractors, and visitors to the work site are entitled to a respectful and productive work environment free from behavior, action, or language that constitutes workplace harassment or discrimination. The "workplace" includes when employees are on company premises, at a company-sponsored off-site event, traveling on behalf of the company, or conducting company business, regardless of location.

The policy prohibits any conduct at work that a reasonable person in the individual's circumstances would consider unwelcome, intimidating, hostile, threatening, violent, abusive, or offensive. It also prohibits employment actions, including hiring, promotion, termination, and compensation decisions, to be taken based on a protected characteristic. This policy also prohibits any form of retaliatory action toward an employee for filing a complaint of discrimination or harassment, or for participation in an investigation of a complaint.

Workplace harassment can be based on national origin, age, sex, race, disability, religion, sexual orientation, gender identity, or gender expression. It may also encompass other forms of unwelcome, hostile, intimidating, threatening, humiliating, or violent behavior that is not necessarily illegal, but still prohibited by this policy.

Sexual harassment is a form of workplace harassment and includes, but is not limited to, the following types of conduct:

- Unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature when such conduct is directed toward an individual because of that individual's sex and submission to such conduct is made either explicitly or

implicitly a term or condition of employment; or submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual.

- Unwelcome verbal or physical conduct that is sufficiently severe or pervasive to have the purpose or effect of unreasonably interfering with work performance or creating a hostile, intimidating or offensive working environment.

Sexual Assault

Unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

Prohibited Conduct

This policy prohibits conduct based on an individual's protected class status. Although by no means all-inclusive, the following examples represent prohibited behavior:

- Physical harassment, including but not limited to unwelcome physical contact such as touching, impeding or blocking movement, or any physical interference with work;
- Verbal harassment, including but not limited to disparaging or disrespectful comments, jokes, slurs, innuendoes, teasing, and other sexual talk such as jokes, personal inquiries, persistent unwanted courting and derogatory insults;
- Nonverbal harassment, including but not limited to suggestive or insulting sounds, obscene gestures, leering or whistling;
- Visual harassment, including but not limited to displays of explicit or offensive calendars, circulation of derogatory content, posters, pictures, drawings or cartoons that reflect disparagingly upon a class of persons or a particular person; or
- Sexual harassment, as described above, including but not limited to unwelcome sexual advances, requests for favors in exchange for conduct of a sexual nature, submission to unwelcome conduct of a sexual nature in exchange for a term of employment, or other conduct of a sexual nature.

Penalties

Klamath Film will not tolerate discriminatory conduct, harassment, or sexual assault. Any individual found to have engaged in such conduct may face disciplinary action up to, and including, dismissal. The company may also subject managers and supervisors who fail to report known harassment – or fail to take prompt, appropriate corrective action — to disciplinary action, including potential dismissal.

Retaliation Protections

Klamath Film prohibits retaliation against any employee for filing a complaint regarding conduct in violation of this policy. Klamath Film will not tolerate retaliation against any

employee for raising a good faith concern, for providing information related to a concern, or for otherwise cooperating in an investigation of a reported violation of this policy. Any employee who retaliates against anyone involved in an investigation is subject to disciplinary action, up to and including dismissal.

Reporting Procedure

Any employee aware of or experiencing discrimination, harassment or sexual assault in the workplace should report that information immediately to a company designee. Specifically, an employee may make the report verbally or in writing to the employee's immediate supervisor or higher management, if the employee prefers. As an alternative, an employee may report the harassment to the company's human resource office. Employees may report to any of the persons listed above, regardless of any particular chain of command. All employees are encouraged to document any incidents involving discrimination, harassment, and sexual assault as soon as possible.

Nondisclosure or Nondisparagement Agreements

Under this policy, a nondisclosure agreement is any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault.

A nondisparagement agreement is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the company.

A no-rehire provision is an agreement that prohibits an employee from seeking reemployment with the company and allows a company to not rehire that individual in the future.

The company will not require an employee to enter into any agreement if the purpose or effect of the agreement prevents the employee from disclosing or discussing conduct constituting discrimination, harassment, or sexual assault.

An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement which contains a nondisclosure, nondisparagement, or no-rehire provision and will have at least seven days to revoke any such agreement.

Time Limitations

Nothing in this policy precludes any person from filing a formal grievance in accordance with a collective bargaining agreement [if applicable], the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by ORS 659A.030, 659A.082 or 659A.112) commence **no later than five years** after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.