

2.6 ETHICAL ENVIRONMENT POLICY

2.6.1 General

- A. It is the policy of OLLI to provide an environment for all members and office employees that is free from discrimination and harassment and, consistent with University Policy 100.006, to foster a climate where civility is valued, appreciated, and expected and where all members and staff are treated with dignity, respect and care.
- B. It is OLLI's policy to actively seek new members (who meet membership requirements as described in OLLI's Constitution Section IV) from any under-represented group to ensure members are exposed to and interact with the widest set of views and experiences possible.
- C. CSUF's and its Auxiliary Services Corporation's (ASC) policies on harassment and anti-discrimination, as applicable, form the backbone of OLLI's Policy.
- D. It is the responsibility of the Vice President Administration to ensure that this policy is in place and working, and that all members are aware of it.

2.6.2 Unacceptable Behavior

- A. No OLLI member or office employee shall discriminate for or against another OLLI member or office employee because of race, religion, gender, or creed.
- B. Unwelcome physical contact, suggestive or offensive remarks, the display of sexually suggestive materials and use of obscene gestures are forbidden. If any OLLI member or office employee finding another in violation of this code of conduct so notifies him or her, that activity shall cease immediately.
- C. No OLLI member or office employee shall hold out any form of punishment or reward to coerce favors from another member or office employee.
- D. Oppression and/or harassment of another OLLI member or office employee for any reason is prohibited.
- E. Retaliation of any kind against anyone complaining overtly or covertly about any of the above prohibited activities is forbidden.

2.6.3 Leadership Guidelines

- A. In personal conduct with each other, leaders should be loyal, honest, trustworthy, respectful, and courteous and have integrity of purpose.

- B. In communicating, leaders should be clear and direct, engage in good listening, be mindful of two-way communication, use discretion and confidentiality, be open to shared and/or new ideas, and provide any personal criticism to individuals in private.
- C. In managing their responsibilities, leaders should be accountable and hold others accountable, have respect for organizational relationships [chain of command], be responsible for effective administrative functions, be team players, bring solutions not just problems, inform others of decision-making, and ensure timely follow through.
- D. In their conduct, leaders should focus on the best interests of OLLI and CSUF by empowering each other to be effective, being an OLLI and CSUF advocate, demonstrating organizational pride, being the public face for OLLI, collaborating, respecting diversity while working towards unity, consensus, and leading by shared vision.
- E. In fostering an optimal esprit de corps, leaders should celebrate and recognize accomplishments (even small ones), have fun, and have concern for each other's well-being.

2.6.4 Implementation of the Ethical Environment Policy

- A. The Vice President Administration with approval of the Board of Trustees shall establish a procedure for handling grievances. This shall include to whom the grievance should be reported, the nature of follow-up investigations and the consequences if the grievance is justified.
- B. To ensure nothing inhibits reporting any of the above improper behaviors, the above procedure shall provide direct reporting paths to various OLLI officers and to university officials as covered in 1.3 above.
- C. This policy and the procedures resulting there from shall be displayed prominently and each incoming Board member, new coordinators and the office staff shall receive appropriate copies of them.