



LancasterHistory

CODE OF CONDUCT

Purpose

LancasterHistory is committed to providing a safe, inclusive, and welcoming environment that is free of bias and intimidation. In keeping with federal laws, state laws, and non-profit best practices, LancasterHistory expressly prohibits any form of discrimination or harassment based on race, color, religion, sex, age, sexual orientation, national origin, disability, genetic information, body size, marital status, changes in marital status, pregnancy, parenthood, status as a Vietnam-era or disabled veteran, or any other protected classification.

Discriminatory or harassing conduct by or towards any awardee, contractor, employee, member, grantee, honoree, participant, sponsor, vendor, volunteer, or other person participating in LancasterHistory programs, activities, or grant funded projects will not be tolerated.

Scope

LancasterHistory's Code of Conduct is intended to cover all LancasterHistory members, awardees, contractors, employees, grantees, honorees, participants, sponsors, vendors, volunteers, and any other persons participating in a LancasterHistory sponsored program, activity, or grant funded project.

LancasterHistory's sponsored programs and activities include, committee meetings, trainings, workshops, volunteer projects, publications, grant funded projects, scholarships, and awards. By obtaining LancasterHistory's membership, applying for a scholarship or award from LancasterHistory, or participation in any LancasterHistory program or activity, all participants commit to maintaining respectful and ethical relationships in accordance with the LancasterHistory Code of Conduct.

Definitions

- *Discrimination* is disparate, unjust, or prejudicial treatment of others based on human difference. The *Harassment* prohibited by this Code of Conduct includes but is not limited to:
 - Sexual harassment, according to U.S. Equal Employment Opportunity Commission guidelines is "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." Importantly, the legal definition includes harassment that is sexist rather than sexual: it can "include offensive remarks about a person's sex," with this form being "illegal when it is so frequent or severe that it creates a hostile or offensive work environment."
 - Harassment based upon any of the other protected statuses listed in the first paragraph of this Code of Conduct which is so frequent or severe as to create a hostile or offensive work environment.



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- Sexual assault which includes actual or attempted physical attack and any type of sexual contact or behavior that occurs without the explicit consent of the person to whom such action is directed or attempted. Sexual assault is illegal.
- Physical contact without consent or after a request to stop
- Comments or actions that minimize a person's life choices, identity, or safety
- Deliberate "outing" of any aspect of a person's identity or protected status without their consent, except as necessary to protect vulnerable people from intentional abuse
- Sustained or deliberate disruption of presentations or events regardless of the reason or basis for such disruption
- Deliberate intimidation or stalking of any kind—in person or online
- Collection and distribution of harassing photography or recordings
- Threat or acts of violence
- Advocating for, or encouraging, any of the above behaviors

General instructions and directions shall not constitute harassment under this Code of Conduct if communicated in a manner that is in keeping with the principles set forth above.

Reporting

Anyone who experiences or witnesses any violation of LancasterHistory's Code of Conduct should report the incident to LancasterHistory's President or the Board of Directors as soon as possible.

If you witness sexual harassment or assault, respond first to the affected person's needs and safety. Support that person if they choose to report the incident but respect their decision to report or not report.

Anyone experiencing or witnessing behavior that constitutes an immediate or serious threat to personal or public safety is advised to contact 911.

LancasterHistory is not an adjudicating body. However, the LancasterHistory Board of Directors will receive complaints to support addressing grievances associated with LancasterHistory's programs, activities, and grant funded projects.

All complaints should be submitted to the President & CEO either in person, by phone at 717-392-4633 ext. 120, or via email. If a complaint involves the President & CEO, it should be submitted to the current Chair of Board of Directors by contacting 717-392-4633 for current information.



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LancasterHistory will promptly investigate all complaints which shall include but not be limited to:

- Discussing the complaint with the complainant.
- Reviewing relevant documents and electronic materials relevant to the complaint.
- Discussing the complaint with the alleged harasser and giving them an opportunity to respond to the complaint if the complainant wishes for the Board to actively participate in resolving the complaint.
- Interviewing, and where appropriate, obtaining statements from witnesses to the complaint allegations.
- Implementing appropriate disciplinary action.
- Determining that a complaint is unmerited and ending the investigation.

Consequences

LancasterHistory is committed to enforcing this Code of Conduct at all levels of its organization. Anyone who is found to have engaged in discriminatory or harassing conduct prohibited by this Code of Conduct will be subject to disciplinary action from the Board of Directors.

- Individuals who are currently sanctioned for assault or harassment by an adjudicating institution (e.g., a university) will be barred from LancasterHistory programs, activities, and grant funded projects. Appeals may be requested in advance of participation in an activity or program; on-site conference registration for such individuals will not be permitted.
- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- The LancasterHistory Board may take any action deemed necessary and appropriate, including immediate removal from an activity, program, or grant funded project without warning or refund.
- The LancasterHistory Board reserves the right to prohibit participation in future programs, activities, and grant funded projects in addition to rescinding association awards, grants, and/or scholarship, and revoking or prohibiting membership.

Adoption

This code of conduct was adopted by the LancasterHistory Board of Directors on November 29, 2023.