



# **Council SOPP Revisions & Harassment Prevention Policies**

June 2023 Council Meeting

# Overview of Proposed SOPP Revisions

- **2.4.2 (Nominations)** – removes requirement for at least two candidates for each office
- **2.4.3 (Elections)** – addresses situations with multiple candidates tied for the lowest number of votes
- **4.1.2(c) (Harassment)** – see following slides
- **4.4.4 (Incentive/Special Act and Service Awards)** – sets the cap on employee cash awards at 10% of the employee's base salary

*See Tab 5 in the briefing book for revised text.*

# Harassment Policies

- NOAA and the Councils are committed to ensuring a safe working environment for everyone involved in Council process.
- 2019 CCC recommendation to develop harassment policies to protect Council staff and process participants
- Two model policies for Council to adopt:
  - Council staff policy
  - Council process participant policy

# Harassment

- Unwelcome conduct based on race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, older age (beginning at age 40), disability, or genetic information (including family medical history).
- Unlawful when:
  - Condition of employment
  - Severe or pervasive enough create an intimidating, hostile, or abusive environment

# Key Policy Elements

- The Council will not tolerate harassment or retaliation against those who report harassment.
- Individuals who experience or observe harassment are strongly encouraged to come forward to ensure a safe working environment for everyone involved in the Council process.

# Key Policy Elements, cont.

- Reports can be made to Chair, Vice-Chair, Executive Director or other designated point of contact
- Executive Director responsible for initiating inquiry
- Procedure detailed in policy document
- Non-Council employees can report within their own organization (and the Council)

# Key Policy Elements, cont.

- All participants have responsibility to prevent harassment in the Council process
- Those subject to harassment, or observing it, should report it as soon as possible
- Appropriate action should be taken after inquiry
- Participants identified in the policies are required to take periodic training

# Proposed Action

- Modify existing SOPP language in 4.1.2(c) as proposed in briefing tab
  
- Add policies as attachments to the SOPP



# Recap of Proposed SOPP Revisions

- **2.4.2 (Nominations)** – removes requirement for at least two candidates for each office
- **2.4.3 (Elections)** – addresses situations with multiple candidates tied for the lowest number of votes
- **4.1.2(c) (Harassment)** – revised to align with new harassment policies (to be added as attachments to SOPP)
- **4.4.4 (Incentive/Special Act and Service Awards)** – sets the cap on employee cash awards at 10% of the employee's base salary