



Volunteer Handbook



TOM WEINER



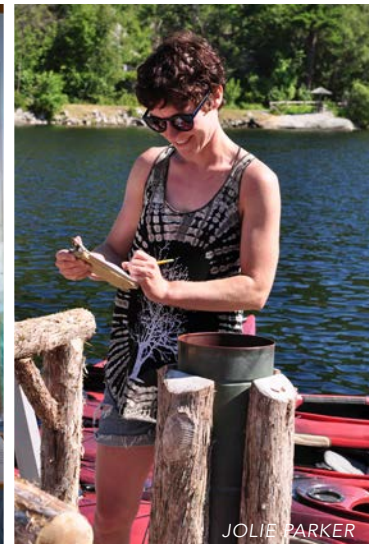
RENEE ZERNITSKY



ROBERT RUGGERIO



GERALD LIDDELOW



JOLIE PARKER



ROBERT RUGGERIO



ARC'TERYX



Volunteer Handbook

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Welcome to Mohonk Preserve

A message from the President & Chief Executive Officer (CEO):

On behalf of the Board of Directors and staff members, I welcome you to Mohonk Preserve, and thank you so much for volunteering! I am delighted that you have decided to volunteer with us and hope our association will be a long and mutually beneficial one.

You are joining over 400 active volunteers who are committed to working together for the benefit of nature and the local community. Mohonk Preserve protects over 8,000 acres of the Shawangunk Mountains, identified as one of the highest priorities for conservation in the eastern United States. The Preserve is the largest member and visitor supported nature preserve in New York State and was the first land trust established to protect the northern Shawangunk Ridge. It is also one of the oldest conservation organizations in the Hudson Valley.

The Preserve proudly continues the land conservation tradition begun by the Smiley family when they founded the Mohonk Mountain House resort hotel in 1869. Over the next century, the Smileys acquired land and made it accessible through trails, carriage roads, and vistas. Today, Mohonk Preserve lands are part of a larger Shawangunk Mountains landscape designated as a National Historic Landmark.

In 1963, Smiley family members and Mountain House guests established a separate non-profit organization – The Mohonk Trust (renamed the Mohonk Preserve in 1978) – to protect and manage the land for public use. Their intent was to foster both a conservation ethic and an appreciation of the land through the contemplative experience it offers to visitors. As the Preserve continually evolves to meet today's challenges, we are guided in our work by a respect for the Smiley legacy of land stewardship.

Through a comprehensive approach integrating conservation science, education, land protection, and land stewardship, the Preserve is dedicated to safeguarding this land and to promoting a wider understanding of the environment and its role in our lives.

We look forward to your contribution as a part of our volunteer team.

Sincerely,



Kevin Case
President & CEO

About Mohonk Preserve

Mission

The mission of Mohonk Preserve is to protect the Shawangunk Mountains region and inspire people to care for, enjoy and explore their natural world.

Position

As a recognized longstanding protector of the Shawangunks, Mohonk Preserve is deeply committed to land stewardship. Using science to guide land management, the Preserve teaches others to conserve an ecosystem designated by The Nature Conservancy as one of the "Earth's Last Great Places."

Methods

- **Protects** the Shawangunk ecosystem through land management practices based on sound ecological research;
- **Preserves** the cultural landscape in harmony with its history and heritage;
- **Provides** education for children and adults that increase their understanding of the relationships between themselves and nature; and
- **Promotes** responsible recreation and quiet enjoyment of the land in keeping with its fragility, serenity, and natural beauty.

Vision

Mohonk Preserve supports thriving and resilient natural environments that are welcoming to all who explore, play and work here, and those who seek peace, wellbeing and inspiration amid its lands. We prioritize conservation of the northern Shawangunk Ridge and adjacent foothills as we carefully balance opportunities for outdoor recreation that reflect a healthy relationship between community and the land. Our commitment to collaboration, stewardship and education are interwoven throughout all the Preserve's responses to the urgent issues of our time as we permanently protect and provide access to this cherished landscape.

Core Values

- **Teamwork:** We trust each other and value collaboration and accountability.
- **Transparency:** We are clear, honest and ethical in our decision-making and communications.
- **Belonging:** We welcome everyone and treat all with respect and compassion.
- **Exploration:** We value curiosity, education and innovation as pathways to learning and growth.
- **Stewardship:** We are committed to responsibly stewarding Mohonk Preserve in service to the land and the community.

About Mohonk Preserve

What We Do: A Heritage of Preservation in Harmony with Nature

With origins dating back to 1963, Mohonk Preserve has long been a place of recreation, reflection, and restoration. Through the support of our members, donors, and partners, the Preserve has been a leading voice for conservation, speaking with passion and authority to safeguard the natural lands in the Shawangunks, the Hudson Valley, and beyond. Today, Mohonk Preserve protects and manages in perpetuity over 8,000 acres of mountain ridges, forests, fields, streams, ponds, and other unique environments. Every year we welcome 250,000 visitors who come to rock climb, mountain bike, hike, ski, and study and enjoy nature.

To accomplish our goal of protecting one of the region's most treasured and beautiful places for generations to come, we conduct programs in four key areas:

Conservation Programs

In 2020, the Preserve's Conservation Science and Land Protection programs joined to become Conservation Programs. This integration enhances both our climate and natural history research, including citizen science programs, and our land protection and management work, including ongoing work with landowners to protect high priority properties. Working together, these conservation professionals take a comprehensive approach to deepening our connections and commitments to nature and our communities.

Community Education

For over three decades, Mohonk Preserve has provided education programs that have brought over 100,000 children into nature. Our award-winning NatureAccess® program provides quality outdoor education for people of all abilities, and our summer camps help children discover the wonders of the natural world. Our diverse programs and events offer something for everyone, from recreationists to naturalists-at-heart, supporting lifelong learning and strengthening connections to the land.

Stewardship

The Preserve's Stewardship program is responsible for the planning and management of the Preserve's land and facilities. Guided by our land management plans, the Stewardship team maintains our lands and infrastructure, balancing the Preserve's commitment to conservation with recreational access, managing over 8,000 acres of property including 70 miles of historic carriage roads and trails, along with five trailheads, the Visitor Center, and other Preserve buildings, facilities and equipment. The critical work of our Stewardship staff is essential to facilitate access to healthy outdoor activities and conserve the natural environment for future generations.

Visitor Experience

The Preserve's Visitor Experience team focuses on the human dynamic at the Preserve with recreation, safety and support services. With recent increases in visitation, including new audiences, nurturing the experiences members and visitors have at the Preserve is more important than ever. The Visitor Experience team is committed to maintaining the critical balance between recreation and conservation, while promoting low-impact, Leave No Trace principles for all visitors.

About Mohonk Preserve

Funding and Support

Now protecting and managing 8,000 acres of lands and serving over 250,000 visitors each year, Mohonk Preserve operating budget has grown to \$4.4 million and its experienced professional staff has likewise expanded. The Preserve is accredited by the Land Trust Accreditation Commission, as well as by the Better Business Bureau of New York, and has also achieved GuideStar Exchange Platinum participation level, demonstrating our commitment to nonprofit transparency and accountability.

Our work is supported through annual membership contributions, day use fees, and charitable donations from dedicated individuals and families. Mohonk Preserve also enjoys strong support from our local community, with over 100 business members representing a wide variety of industries. Many local businesses also provide sponsorships in support of programs and events. The Preserve has a long positive track record of obtaining and managing grants, a testament to the organization's capacity and integrity. Additionally, volunteers contribute thousands of service hours to various projects and initiatives in support of the Preserve.

Governing Structure

The President & Chief Executive Officer (CEO) oversees management of the Preserve's day-to-day operations, and is supported by full-time, part-time, and seasonal staff members. The President & CEO takes guidance from a volunteer Board of Directors. Standing advisory committees consisting of board and non-board representatives are established by the Board to provide expertise, advice, and direction to the organization.



Volunteers

Volunteer Program

The Volunteer Program is a way for members and non-members alike to support the ongoing efforts of the Preserve in promoting preservation of our natural resources and educating others about the environment.

The purpose of the Volunteer Program is to help carry out Mohonk Preserve's mission, which involves protecting natural Shawangunk Ridge ecosystems; preserving the cultural and historic landscape; providing education for children and adults; and promoting responsible recreation and quiet enjoyment of the land.

The Volunteer Program is directed by the Volunteer Programs Manager, a full-time staff member. A Volunteer Program Committee Chair assists in coordinating Volunteer Committee meetings and receiving new volunteer applications. Volunteer Coordinators support the organization by training, scheduling, and supervising volunteers. A designated Preserve staff member serves as a liaison for each volunteer group. This staff member is responsible for communicating work projects and Preserve policy changes that affect their programs. Volunteer opportunities primarily support the Preserve in the following key areas:

Communications

- Photographers

Conservation Programs

- Invasive Species
- Meadow Guardians
- Peregrine Watch
- Phenology
- StreamWatch
- Backcountry Patrol

Development & Membership

- Administrative
- Hike Leaders
- Special Events

Community Education

- Educators

Stewardship

- Climbers Trail Crew
- Gardeners
- Trail Builders
- Trail Keepers

Visitor Experience

- Bike Patrol
- Cross Country Ski Patrol
- Interpretive Guides
- Trailhead Ambassadors

Volunteers also assist individual staff members directly in research, special projects, photo archiving, and other areas. To view the full descriptions of these volunteer groups and activities, visit

www.mohonkpreserve.org/volunteer/training

Volunteers

Volunteer Program (continued)

We currently utilize the service of hundreds of volunteers, including our Board of Directors and Committee members, who contribute tens of thousands of hours of time, energy, and expertise annually.

The Volunteer Programs Committee, which consists of Volunteer Coordinators, a volunteer chair, applicable staff, and at least one Board member, is encouraged to meet at least three times per year to provide guidance and make policy decisions on volunteer activities and efforts. All Coordinators are members of the Volunteer Programs Committee, and they report decisions to their volunteer members.

Youth Volunteers

Any minors age 13 and up are allowed to volunteer at the Visitor Center; any minors age 16 and up are allowed to volunteer on the land. All minors must be under staff supervision unless accompanied by a parent or guardian during the volunteer activity. A minimum of two adults will be present with the minor at all times; minors will not be left alone or with a single adult during their volunteer session except when accompanied by a parent or guardian during the volunteer activity. Minors under the age of 13 are not eligible to volunteer.

Youth (Parent/Guardian) Responsibilities:

- All minor volunteer applicants ages 13-17, accompanied by their parent or legal guardian, must attend an orientation conducted by the Volunteer Program.
- The parent or guardian must submit a volunteer application form, a liability waiver, and a photo release form.
- If the volunteer opportunity is to be used for a service credit, the parent or guardian must explain the service credit requirements to the Volunteer Program Manager in advance.
- Minor must carry their Mohonk Preserve Volunteer ID at all times when on Preserve property and/or during a volunteer activity.
- Minors must be accompanied by a parent or guardian at the Volunteer Orientation.
- Any email communication from a minor must be copied to the parent or guardian's email.
- Parent or guardians may be required to attend a volunteer event on a case-by-case basis.

To receive the full Youth Volunteer Policy and Application (including liability waiver and photo release form) please contact the Volunteer Programs Manager.

Volunteers

Adult Volunteer Responsibilities:

- Attend a volunteer orientation or comparable training in advance of volunteering.
- Complete our volunteer application form, which is available online or at our Visitor Center. The online application form can be viewed at: www.mohonkpreserve.org/volunteer/apply-and-submit-hours
- Sign the liability waiver included on the application form.
- Fulfill the requirements of your volunteer activity.
- Carry your Mohonk Preserve Volunteer ID at all times when on Preserve property and/or during a volunteer activity.
- Record your volunteer hours in your online Mohonk Preserve volunteer account. Keeping us updated with your hours helps us to recognize the enormous contribution that our hundreds of volunteers donate each year.

Orienting New Volunteers

Each spring we hold training sessions designed to provide volunteers with the necessary information to volunteer at the Preserve. Each volunteer opportunity is unique and will include training materials specific to the activity. Additionally, spot trainings can be provided to volunteers who are not available for the spring orientations. All new volunteers must complete the necessary training in order to volunteer in any activity at Mohonk Preserve.

Volunteer Benefits

All active volunteers will receive Ridgelines e-News, enjoy a Summer Volunteer Appreciation Picnic, and celebrate at our end-of-season Volunteer Recognition Event. Active volunteers who have met their hourly service requirements will be eligible to receive a volunteer access card, which grants them access to Preserve land to recreate on their personal time. We also offer special tours and other “perks” to our volunteers. We offer volunteers 10% off all purchases of items in the Visitor Center gift shop. Additionally, Mohonk Preserve recognizes the outstanding volunteer service of individual volunteers by giving out a variety of awards, including the Gregory Switlik, Sr. Volunteer Achievement Award, the Volunteer Legacy Award, the Future Leader Youth Award, and the Thom Scheuer Land Stewardship Award.



STEPHEN D. STEWART-HILL

Volunteers

Non-Disclosure/Confidentiality for All Volunteers

The protection of confidential business information and the privacy of our donors and supporters are vital to the interests of Mohonk Preserve. No volunteer shall, directly or indirectly, disclose information concerning the affairs of Mohonk Preserve, its members, donors, employees, volunteers or students enrolled in any programs. Volunteers who improperly use or disclose such information will be subject to disciplinary action, up to and including removal from the Volunteer Programs.

Conflict of Interest & Confidentiality Policy for Board, Committee Members, and Others

Members of the Board of Directors, employees, volunteer committee members, administrative volunteers, volunteer educators, substantial contributors, and paid professional consultants have a duty of loyalty to the Preserve. The Conflict of Interest & Confidentiality Policy is intended to express general guidelines which are to be observed by Interested Persons (as defined in the policy) of Mohonk Preserve. All employees, volunteer coordinators, volunteer committee members, administrative volunteers, volunteer educators, and members of the Board of Directors are required to sign the Conflict of Interest & Confidentiality Disclosure annually.

Insurance

Mohonk Preserve, Inc. maintains an Accident insurance policy for Preserve volunteers.

This policy covers each Insured Person during the policy period while he or she is participating in Volunteer activities sponsored by the Mohonk Preserve and while on the premises or premises designated by the Mohonk Preserve and under the direct supervision of the Mohonk Preserve.

The insurance policy provides a maximum benefit of \$10,000 per covered volunteer, per accident.

Note: Volunteers are not covered by the insurance policy when recreating on Mohonk Preserve land on personal time.

Equal Opportunity Volunteering

The Preserve is an equal opportunity organization that will not discriminate in its programs or volunteer practices on the basis of race, color, religion, sex, age, ethnic or national origin, citizenship, physical or mental disability, veteran status, height, weight, sexual orientation or identity, marital status, or political affiliation.

Requirements

Standards of Conduct

By agreeing to volunteer with us, you have a responsibility to Mohonk Preserve and to your fellow volunteers to adhere to certain guidelines for conduct. The purpose of the rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that they can fully depend upon fellow volunteers to follow the rules of conduct, then our organization will be a better place to volunteer for everyone.

Termination Policy

We expect each volunteer to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of Mohonk Preserve. If you have questions concerning any applicable rule, or any of the unacceptable activities listed, please see the Volunteer Programs Manager for an explanation.

If a volunteer violates any rules established by Mohonk Preserve, including the following rules, that person may be subject to discipline up to and including removal from the Volunteer Programs. Grounds for immediate dismissal may include, but are not limited to:

Unacceptable Activities:

- Willful violation of any organizational rule; any deliberate action that is extreme in nature and is determined to be detrimental to Mohonk Preserve.
- Willful violation of security or safety rules or failure to observe safety rules or Mohonk Preserve's safety practices; failure to wear required safety equipment; tampering with Mohonk Preserve's safety equipment.
- Negligence or any careless action that endangers the life or safety of another person.
- Harassment and discrimination (see Policy Against Harassment and Discrimination for examples).
- Possession or consumption of alcoholic beverages while volunteering and at any Mohonk Preserve event designed for the participation of minors.
- Possession or use of any illegal drug or other illegal substance.
- Smoking on Preserve lands, including buildings and parking areas.
- Excessive tardiness or absenteeism.
- Unauthorized possession of dangerous or illegal firearms, weapons or explosives on Preserve property or at a Preserve event.
- Engaging in criminal conduct or acts of violence or making threats of violence towards anyone on Preserve premises or when representing Mohonk Preserve; fighting or provoking a fight on Preserve property, or negligent damage of Preserve property.
- Gross misconduct or insubordination; refusing to obey instructions properly issued by your Volunteer Coordinator or Preserve staff.
- Threatening, intimidating or coercing fellow volunteers on or off premises - at any time, for any purpose.

Requirements

Unacceptable Activities:

- Theft of Preserve property (physical or intellectual) or the property of fellow volunteers or visitors; unauthorized possession or removal of any Preserve property, including documents and natural artifacts, from the premises without prior permission from management; unauthorized use of organization equipment or property for personal reasons; using organization equipment for profit.
- Dishonest, willful falsification or misrepresentation of your application for volunteering or other volunteer records; alteration of Preserve records or other organizational documents.
- Breach of confidentiality of personnel information.
- Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another volunteer on the job; willfully restricting volunteer output or engaging others to do the same.
- Abuse or mistreatment of visitors, volunteers or staff.
- Unwillingness to support and further the mission of the organization.

Statement on Harassment and Discrimination

The Preserve is committed to providing a volunteer service environment free of unlawful harassment and discrimination. The Preserve strongly disapproves of and will not tolerate harassment of or discrimination against applicants, employees, unpaid interns, volunteers, or non-employees with whom the Preserve has a business, service, or professional relationship.

No volunteer should have to endure harassing conduct, and the Preserve therefore encourages volunteers to promptly report any incidents of harassment so that corrective action may be taken. Any incidents of harassment, including volunteer-related harassment by any Preserve personnel or any other person, should be reported immediately to the Volunteer Committee Chair and Volunteer Programs Manager, who will initiate the process of investigating harassment complaints. A volunteer is not required to complain to the Volunteer Committee Chair or Volunteer Programs Manager if that person is the individual who is harassing the volunteer, but may instead report the harassment to his or her immediate staff liaison. Every reported complaint of harassment will be investigated thoroughly and promptly by impartial and qualified personnel.

The investigation will be handled in as confidential a manner as possible consistent with a fair, timely, and thorough investigation in a manner that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected.

Every Preserve employee is required to undergo annual Sexual Harassment training within his/her first three (3) months of service and at least once every year thereafter as required by law. It is likewise recommended that volunteers who serve on leadership committees and members of the Preserve's Board of Directors also undergo annual training. Mohonk Preserve will provide a mechanism for these volunteers to fulfill this requirement each year. For 2022, volunteers may view the New York State Sexual Harassment Prevention Training video, Part 1 (www.youtube.com/watch?v=sL7LwBsV9bM) and the New York State Sexual Harassment Prevention Training video, Part 2: Case Studies (www.youtube.com/watch?v=1za7gs9S2H0).

Requirements

Questions

Should you have any questions regarding any of the information in this handbook, please contact the Volunteer Programs Manager at volunteers@mohonkpreserve.org or the Volunteer Coordinator or Staff Liaison from the list on the next page.

We look forward to working together, sharing our commitment to the Preserve and furthering its mission. Thank you for your dedication to Mohonk Preserve!



KAREN MALOY BRADY



AMANDA ROGERS



MARIANNE MARKLE



MAXINE KAMIN

Volunteer Group	Staff Liaison	Contact Info	Volunteer Coordinator	Contact Info
Volunteer Programs Committee	Andrew Reynolds	845-255-0919 x1269 areynolds@mohonkpreserve.org	Jill Feldman, Committee Chair	jill.r.feldman@gmail.com
Administrative & Special Events	Andrew Reynolds	845-255-0919 x1269 areynolds@mohonkpreserve.org	N/A	
Backcountry Patrol	Ed Pestone	845-255-0919 x1236 epestone@mohonkpreserve.org	Pete Boyle	pete_boyle@outlook.com
Bike Patrol	Roy Sheldon	845-255-0919 rsheldon@mohonkpreserve.org	OPEN	
Climbers Trail Crew	Andrew Bajardi	845-255-0919 x1252 abajardi@mohonkpreserve.org	Richard Cronk	rcronk@mac.com
Cross-Country Ski Patrol	Roy Sheldon	845-255-0919 rsheldon@mohonkpreserve.org	N/A	
Educators	Kim Tischler	845-255-0919 x1234 ktischler@mohonkpreserve.org	Tammy Feuer	tfleur@outlook.com
Gardeners	Justin Key	845-255-0919 x1250 jkey@mohonkpreserve.org	Georgiana Fisher	georgifish@optonline.net
Hike Leaders: Weekend Hikes & Bob Babb Wednesday Walks	Andrew Reynolds	845-255-0919 x1269 areynolds@mohonkpreserve.org	Tonda Highley Jeff Stokes	thighley1944@gmail.com jdstokes21@gmail.com
Interpretive Guides	Cheryl Elsinger	845-255-0919 x1224 celsinger@mohonkpreserve.org	Ken Pawson	kpawson@hvc.rr.com
Invasive Species	Staff	(845) 255-0919	OPEN	
Meadow Guardians	Jeremy Sabol	(845) 255-0919 jsabol@mohonkpreserve.org	Tammy Feuer	tfleur@outlook.com
Peregrine Watch	Staff	(845) 255-0919	N/A	
Phenology	Staff	(845) 255-0919	Carol Rietsma	rietsmac@newpaltz.edu
Photographers	Gretchen Reed	845-255-0919 x1243 glreed@mohonkpreserve.org	Renee Zernitsky Maryalice Citera	reneezenitsky@gmail.com citeram85@gmail.com
StreamWatch	Staff	(845) 255-0919	OPEN	
Trail Builders	Trey Hotaling	(845) 255-0919 x1258 dthotaling@mohonkpreserve.org	Christopher Hoey	christopher@hoeyfamily.com
Trail Keepers	Trey Hotaling	(845) 255-0919 x1258 dthotaling@mohonkpreserve.org	Richard Feuer	bytegently@verizon.net
Trailhead Ambassadors	Cheryl Elsinger	845-255-0919 x1224 celsinger@mohonkpreserve.org	OPEN	

Mohonk Preserve Volunteer Agreement

Mohonk Preserve strives to create an environment where visitors, staff, and volunteers can come together to share their passion for and connection to nature that reflects an ethical relationship to the land entrusted to us. We seek to pursue excellence in all our endeavors, with careful planning, flexibility, and an openness to new ideas that further our mission. We will act with respect and integrity toward all those connected to the Preserve, and cooperate and live in harmony with our neighbors. We recognize and appreciate the teamwork between staff, board, and volunteers that makes fulfilling our mission possible.

In pursuit of these values, volunteers are expected to treat everyone with respect and abide by the policies included in this manual. Failure to comply with these policies may result in dismissal from the volunteer program.

By signing this form, I acknowledge that I have been provided a copy of the Mohonk Preserve Volunteer Handbook and have reviewed it. I understand that volunteering with Mohonk Preserve is not for a specified term and is at the mutual consent of Mohonk Preserve and myself. I agree to abide by the Policies and Procedures laid out in the Volunteer Handbook.

By signing this form, I agree to:

- Honor my commitment to the program
- Cooperate with Mohonk Preserve staff and fellow volunteers
- Be prompt and reliable
- Notify the volunteer coordinator of any changes to my commitment as a volunteer
- Keep all communications with or concerning the individuals in our program confidential
- Maintain a respectful relationship with visitors, staff, and volunteers
- Discuss any and all issues that may arise with the appropriate Mohonk Preserve staff member
- Promote the safety of visitors, staff and volunteers by adhering to all Mohonk Preserve rules and guidelines

For Parent or Guardian of Volunteer Under 18:

Volunteer Printed Name

Parent/Guardian Printed Name

Volunteer Signature

Parent/Guardian Signature

Date

Date

Appendix A: Policy Against Harassment and Discrimination

I. Purpose of Policy

The Preserve is committed to providing a workplace free of unlawful harassment and discrimination. This includes sexual harassment (which includes harassment based on pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions) and harassment based on gender, gender identity (including transgender identity, transitioning, and gender non-conforming individuals), gender expression and sex stereotyping, as well as harassment based on such factors as race, color, religion, religious creed (including religious dress and religious grooming), national origin, ancestry, citizenship, age, physical or mental disability, legally-protected medical condition or information (including genetic information), family care or medical leave status, military caregiver status, military status, veteran status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by federal, state, or local laws. The Preserve strongly disapproves of and will not tolerate harassment of or discrimination against applicants, employees, unpaid interns, or volunteers by managers, supervisors, co-workers or third parties with whom employees come into contact. Similarly, the Preserve will not tolerate harassment by its employees of non-employees with whom the Preserve employees have a business, service, or professional relationship.

II. Harassment Defined

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with an employee's work performance. Such conduct constitutes harassment when (1) submission to the conduct is made either an explicit or implicit condition of employment; (2) submission or rejection of the conduct is used as the basis for an employment decision; or (3) the harassment interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Harassing conduct can take many forms and may include, but is not limited to, the following (when based upon an employee's protected status as noted above): slurs, jokes, statements, gestures, assault, impeding or blocking another's movement or otherwise physically interfering with normal work, pictures, drawings, or cartoons, violating someone's "personal space," foul or obscene language, leering, stalking, staring, unwanted or offensive letters or poems, offensive email or voicemail messages.

Sexually harassing conduct in particular may include all of these prohibited actions, as well as other unwelcome conduct, such as requests for sexual favors, conversation containing sexual comments, and other unwelcome sexual advances. Sexually harassing conduct can be by a person of either the same or opposite sex. Sexually harassing conduct need not be motivated by sexual desire to be violative of this policy.

Appendix A: Policy Against Harassment and Discrimination

III. Reporting and Investigating Harassing Conduct

The Preserve understands that victims of harassment are often embarrassed and reluctant to report acts of harassment for fear of being blamed, concern about being retaliated against, or because it is difficult to discuss sexual matters openly with others. However, no employee should have to endure harassing conduct, and the Preserve therefore encourages employees to promptly report any incidents of harassment so that corrective action may be taken. Any incidents of harassment, including work-related harassment by any Preserve personnel or any other person, should be reported immediately to the Human Resources Manager, who is responsible for investigating harassment complaints. An employee is not required to complain to the Human Resources Manager if that person is the individual who is harassing the employee, but may instead report the harassment to his or her immediate supervisor or any other member of management. Supervisors and managers who receive complaints or who observe harassing conduct must immediately inform the Human Resources Manager or other appropriate Preserve official so that an investigation may be initiated.

Every reported complaint of harassment will be investigated thoroughly and promptly by impartial and qualified personnel. Typically, the investigation will include the following steps:

an interview of the employee who lodged the harassment complaint to obtain complete details regarding the alleged harassment;

interviews of anyone who is alleged to have committed the acts of harassment to respond to the claims;

interview of any employees who may have witnessed, or who may have knowledge of, the alleged harassment.

The Human Resources Manager, or other Preserve official responsible for the investigation, will notify the employee who lodged the harassment complaint of progress during the investigation, including documentation where applicable, and timely notification of the results of the investigation.

The investigation will be handled in as confidential a manner as possible consistent with a fair, timely, and thorough investigation in a manner that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected.

In addition to notifying the Preserve about harassment or retaliation complaints, affected employees may also direct their complaints to the New York State Division of Human Rights (DHR), which has the authority to conduct investigations of the facts. The deadline for filing complaints with the DHR is one year from the date of the alleged unlawful conduct. If the DHR believes that a complaint is valid and settlement efforts fail, the DHR may file a lawsuit in court. The courts have the authority to award monetary and non-monetary relief in meritorious cases. DHR has offices throughout the state of New York, in the cities of Albany, Binghamton, Brooklyn, Buffalo, Manhattan, Long Island, Syracuse, Rochester, and Peekskill. Contact their main office in New York City at (718) 741-8400, or write to them at New York State Division of Human Rights, One Fordham Plaza, Bronx New York 10458; or visit their website at www.dhr.ny.gov.

Appendix A: Policy Against Harassment and Discrimination

IV. Corrective Action

The Preserve will not tolerate retaliation against any employee for making a good faith complaint of harassment or for cooperating in an investigation. If harassment or retaliation in violation of this policy is established, the Preserve will take appropriate corrective action. Corrective action may include, for example: training, referral to counseling, or disciplinary action ranging from a verbal or written warning to termination of employment, depending on the circumstances. With regard to acts of harassment by customers or vendors, corrective action will be taken after consultation with the appropriate management personnel. Employees will not experience retaliation as a result of lodging a complaint or participating in any workplace investigation.

V. Anti-Harassment Training

Every Preserve employee is required to undergo annual Sexual Harassment training within his/her first three (3) months of employment and at least once every year thereafter as required by law. An employee who fails to comply with this section may be subject to disciplinary action, up to and including termination of employment.