



Equal Employment Policy

We operate based on mutual respect and are committed to providing a work environment that is free from unlawful harassment and discrimination. Harassment and discrimination, on the job or off, of your co-workers, outside vendors, volunteers and clients is strictly prohibited. The Community prohibits any form of unlawful harassment or discrimination based on a protected class.

Protected classes include those protected by applicable law, but are not limited to race, color, religion, national origin, age, gender, pregnancy, sexual orientation, gender identity, gender expression, genetic information, marital status, physical disability to include obesity, sensory or mental disability, Hepatitis C or HIV/AIDS status, honorably discharged veteran and military status, use of a service animal, victims of domestic violence, sexual assault or stalking, citizenship and immigration status, hairstyle, or any other factor prohibited by law.

Equal Employment Opportunity Policy

The Community is an equal opportunity employer and is committed to providing a workplace that is free from verbal, physical, visual, and any other forms of discriminatory practices, including harassment so everyone can work, in a productive, respectful, and professional environment. We do not make employment decisions based on membership of a protected class or any other factor prohibited by law.

Harassment & Discrimination Will Not Be Tolerated

Employees who violate this Anti-Harassment and Non-Discrimination policy are subject to discipline, up to and including possible termination. The Community expects adherence to this policy at any time while working or representing the Community this includes work-related settings outside of the workplace such as business trips or business-related social events.

This policy applies to all job applicants and employees as well as vendors, clients, volunteers, or other individuals engaged with the Community

Retaliation for harassment & discrimination claims prohibited

The Community encourages reporting of all perceived incidents of discrimination or harassment. Retaliation is not permitted against anyone for making a good faith complaint or cooperating with an investigation. No loss of benefits, hardship, monetary or other penalties may be imposed on an employee as punishment for good faith:



- filing or responding to a bona fide complaint of discrimination or harassment.
- providing information or acting as a witness in the investigation of a complaint; or
- serving as an investigator.

Any person filing a good faith complaint of harassment shall be treated with courtesy. Filing such a complaint will not be used against the employee nor will it have an adverse impact on the individual's employment status.

Any employee who engages in harassment, unlawful discrimination, or retaliation will be appropriately disciplined, up to and including discharge.

What is discrimination & Harassment

Discrimination occurs when the employer treats a person unfairly based on their actual or perceived membership of a protected class unfairly rather than based on their individual merit. This includes but is not limited to hiring, firing, promoting, disciplining, scheduling, training, evaluating, or compensation.

Harassment is unwelcome conduct including verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their actual or perceived protected class membership or any other characteristic protected by law. Examples include but are not limited to intimidation, insults, comments, and physical conduct. Harassment is still prohibited even if occurring between persons who share the same protected class.

A hostile work environment is when harassing conduct has the purpose or effect of unreasonably interfering with work performance, or creates an intimidating, hostile, offensive work environment. Examples can include, but are not limited to:



- Cartoons or other visual displays of objects, pictures, or posters that depict such protected groups in a derogatory way.
- Verbal conduct, including making or using derogatory comments, epithets, slurs, and jokes towards such protected groups or individuals.
- Physical assault or stalking.
- Unwillingness to work with an individual.
- Physical gestures that could be considered obscene or derogatory to a protected class.

Conduct becomes unlawful where:

- Enduring the offensive conduct becomes a condition of continued employment; or
- The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Conduct does not need to meet the level of illegality shown above to violate Community policy.

Sexual Harassment

Sexual harassment is a specific form of discriminatory harassment. Applicable law recognizes two types of sexual harassment

- A. “Quid pro quo” harassment, means this for that, where submission to or rejection of harassment is used as the basis for employment decisions. This may include promises of employee benefits such as raises, promotions, and position transfers, etc., that are linked to compliance with sexual advances.
- B. “Hostile work environment” results from conduct that creates an offensive and unpleasant working environment. A hostile work environment can be



created by anyone in the work environment including managers, other employees, vendors, or clients.

Examples of Expressly Prohibited Sexual Harassment Include:

- Sexual advances involving a person of perceived authority.
- Unwelcome sexual advances.
- Requests for sexual favors; and
- All other visual, verbal, or physical conduct of a sexual or otherwise offensive nature where:
 - Conduct is either explicitly or implicitly made a term or condition of continued employment.
 - Rejection of such conduct by an individual is used as a basis for employment decisions; or
 - Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

Sexual harassment does not have to be of a sexual nature and includes harassment based on another person's gender, sexual orientation, gender identity; or harassment based upon pregnancy, childbirth, and other related medical conditions. It is also considered harassment when prohibited conduct is directed at another employee of the same gender as the harasser.

Sexual orientation, gender identity or gender expression harassment

Examples of harassment based on a person's sexual orientation, gender identity or gender expression can include, but are not limited to:

- Asking unwelcome personal questions about a person's sexual orientation, gender identity or expression, transgender status or sex assigned at birth.
- Intentionally causing distress by disclosing the person's status against their wishes.
- Using offensive names, slurs, jokes or terminology about a person's orientation, identity, or expression.
- Deliberately misusing a person's preferred name, form of address or gender-related pronoun.

Sex-based harassment and discrimination is illegal under federal, state, and local laws.



What to do if harassment or discrimination occurs

The Community is committed to taking reasonable steps to prevent harassment and discrimination from occurring. We will take immediate and appropriate action when we know that unlawful harassment or discrimination has occurred. To do this, however, we need the cooperation of all employees at all levels.

Each employee is responsible for supporting and adhering to this policy. Employees should never tolerate inappropriate behavior. If you believe you have been subjected to or witnessed harassment or unlawful discrimination you should promptly discuss these concerns with your manager or the Executive Director.

When possible, the Community encourages individuals who believe they are being subjected to such conduct to clearly state your displeasure to the offender and advise the offender that their behavior is unwelcome and request that it stop. Often, this action alone may resolve the problem.

The Community understands and allows that the individual may prefer to pursue the matter through direct reporting to their manager or the Executive Director.

Further, all employees (including those who do not feel comfortable speaking with the offending person) are requested to promptly report complaints or concerns so that swift action can be taken.

If an employee's immediate manager is the alleged perpetrator, the report may be made to the Executive Director or the Board President.

Report any offending behavior whether such behavior is directed towards you personally or to other employees of the Community.

Supervisors and managers who know or receive reports of offending behavior must promptly notify the Executive Director or the Board President so that appropriate action can be taken. All complaints will be promptly investigated to the extent appropriate in the circumstances.

The reporting of incidents or filing complaints of harassment may be a difficult personal experience yet allowing the harassing behavior or activities to continue may create a more difficult personal experience or other less desirable outcomes. Employees are strongly urged to follow this procedure. However, filing bad faith or maliciously false complaints is an abuse of this policy and is prohibited.



Harassment & discrimination claim investigation

The Community will promptly and thoroughly investigate all claims of harassment and discrimination to the extent reasonable and appropriate in the situation. Complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that allegations of discrimination or harassment are shared with those who need to know so that the Community can conduct an effective investigation. Although we involve only those who are necessary to the investigation, we cannot promise complete confidentiality.

If the Community concludes that unlawful harassment or discrimination has occurred, prompt and effective remedial action will be taken. This may include discipline of the harasser and other actions to remedy the effects of the behavior and to prevent further harassment or discrimination. No action will be taken against any employee who in good faith files a complaint of harassment or discrimination or assists in the investigation of such a complaint. Employees who believe they have been retaliated against for having reported concerns or participating in an investigation of a harassment or discrimination complaint are urged to promptly notify the Executive Director so that their concerns can be investigated. Appropriate corrective measures will be taken if allegations of retaliation are substantiated up to and including termination of employment or business relationship.