



TITLE: Unlawful Harassment and
Discrimination

POLICY/PROCEDURE #: 2.2.1

CLASSIFICATION: Human Resources

DATE ISSUED: 1.2014

PAGE 1 of 2

PURPOSE:

Walden Family Services is committed to providing a work environment free of any form of harassment. Our policy and procedures meet all applicable laws or contract requirements.

PROCEDURES:

Our policy prohibits sexual harassment and harassment because of race, color, creed, gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), age, national origin, ancestry, sexual orientation, marital status, registered domestic partner status, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), military and veteran status (defined as "a member or veteran of the United States Armed Forces, United States Armed Forces Reserve, the United States National Guard, and the California National Guard"), or any other basis protected by federal, state or local law or ordinance or regulation. It also prohibits unlawful harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such harassment is unlawful.

Our harassment prevention policy applies to all persons involved in our operations and prohibits unlawful harassment by any employee of our Agency, including supervisors and co-workers, as well as by or of any person doing business with or for our Agency including parents, subcontractors, suppliers and volunteers.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, e-mail and faxes or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued

employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and

- Retaliation for having reported or threatened to report harassment.

Internal Complaint Process

If you believe you have been subjected to any form of unlawful harassment, submit a written complaint to your supervisor as soon as possible after the incident. If you believe you have been subjected to any form of unlawful harassment by your supervisor, then bring your complaint to Human Resources as soon as possible after the incident.

Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact Human Resources. The Agency will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If Walden Family Services determines that unlawful harassment has occurred, effective remedial action will be taken commensurate with the severity of the offense. Any employee determined by Walden Family Services to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination. Appropriate action also will be taken to deter any future discrimination. The Agency will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management, supervisors, employees, or your co-workers. If you believe that you have been the subject of retaliation for filing a complaint, please follow the Internal Complaint Process above.

Additional Enforcement Information

Walden Family Services encourages all employees to report any incidents of unlawful harassment by this Unlawful Harassment Prevention policy immediately so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of unlawful harassment and retaliation in employment. If you think you have been unlawfully harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed in the telephone book.

Authorizing Signature: _____



Teresa Stivers, Executive Director