

A. Equal Employment Opportunity and Respectful Workplace

[ORGANIZATION] is an equal opportunity employer. The following policies are intended to apply to recruiting, hiring, promotions, upgrading, layoffs, compensation, benefits, termination, leaves, training and all other privileges, terms and conditions of employment.

1. Nondiscrimination, Objectionable Conduct, and Harassment

[ORGANIZATION] is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes respect and equal employment opportunities, and that prohibits discriminatory practices and abusive behavior, including harassment. Therefore, [ORGANIZATION] expects that all relationships among persons in the workplace will be respectful, business-like, and free of bias, prejudice, and harassment.

a. Policy

It is the policy of [ORGANIZATION] that no applicant or employee will be discriminated against or given preference due to their race, color, creed, religion, national origin, sex, pregnancy, marital status, family status, sexual preference, status with regard to public assistance, mental or physical impairment, sexual orientation, gender identity or expression, veteran status, age, or any other characteristic protected by law. This policy applies to recruiting, hiring, promotions, upgrading, layoffs, compensation, benefits, termination, leaves, training, and all other privileges, terms, and conditions of employment. All decisions affecting employment (including promotion, compensation, assignment, and other aspects of [ORGANIZATION] work environment) shall be made on the basis of qualifications, performance, and other pertinent work-related factors.

It is an objective of [ORGANIZATION] to promote a respectful work environment. Accordingly, [ORGANIZATION] generally prohibits communication or conduct that is offensive, degrading, coercive, or disruptive, or that has the purpose or effect of interfering with an individual's work performance or development. In applying this policy, [ORGANIZATION] will accommodate employees who are legitimately exercising their right to discuss the terms and conditions of their employment.

Communication and conduct prohibited by this policy includes but is not limited to harassment based on race, color, creed, religion, national origin, sex, marital status, partnership status, family status, caregiver status, sexual preference, status with regard to public assistance, mental or physical impairment, sexual orientation, gender identity or expression, veteran status, uniformed service, age, or any other characteristic protected by law.

b. Application and Examples

Preventing harassment and other offensive conduct requires awareness of the effects that one's actions may have on others. It is not a sufficient excuse that an alleged harasser "meant no harm" or "was just kidding." Instead, the determination of whether the standards of this policy have been violated is to be made from the perspective of a reasonable person in the position of one who experienced the communication or conduct, as determined by [ORGANIZATION] management.

Following are some examples of conduct that would violate this policy:

- Use of offensive or demeaning terms that have sexual connotation
- Objectionable physical closeness, behavior, or contact
- Invitations or suggestions which are known (or should be known) to be unwelcome and which concern social contact or events (whether or not work-related)
- Any indication, expressed or implied, that a person's being hired, job security, job assignment, performance evaluation, terms or conditions of employment, or opportunities for advancement may be affected by that person's granting or denying sexual favors
- Any action relating to a person's job status that is, in fact, affected by that person's granting or denying sexual favors
- Deliberate or careless creation of an atmosphere of harassment or intimidation, including but not limited to stalking (whether physical or virtual)
- Conduct or communication that would offend a reasonable person, including but not limited to unwelcome attention; remarks or conduct having sexual innuendo; humor involving race, sex, or other classifications; comments intended or construed as being derogatory to an entire class of persons
- Use of slurs or denigrating language based on group identity
- Application of stereotypes
- Making reference to someone's protected class or other features of their identity in the course of discussing performance or discipline
- Actual, threatened, or implied retaliation against a person for complaining about a violation of these policies or for cooperating with an investigation into a complaint
- Persistently abusive conduct such as
 - Intentional exclusion or social isolation
 - Excessive monitoring or micro-managing
 - Being held to a different standard than others in one's work group
 - Consistently ignoring or interrupting an employee in front of others
 - Personal attacks (unjustifiably angry outbursts, excessive profanity, name calling)
 - Encouraging others to turn against a targeted employee
 - Sabotage of work product or undermining an employee's work performance

Conduct prohibited by these policies is not limited to regular business hours or regular business locations. It may occur during or in connection with work-related conferences, social events, ceremonies or receptions, and other non-work-related occasions. It may also result from the conduct or communication of non-employees in a work context, e.g., vendors.

Regardless of the sex or gender identity or gender expression of the individuals involved, related harassment is based on sex and prohibited by law and by [ORGANIZATION] policy.

Social relationships between employees that are fully welcomed by both individuals are not necessarily prohibited by this policy. However, employees should be aware of the risks (a) that welcomeness by one party may later be withdrawn and (b) that one person's perception of the other's interest may not be accurate. These risks are particularly high when there is a supervisory relationship between the employees. The existence at one time of a social relationship between employees does not mean that harassment or offensive conduct in violation of this policy could not occur at a later time.

Relationships between a supervisor and subordinate employee are prohibited by [ORGANIZATION] policy. If such a relationship develops and it is fully consensual and welcome by both parties, the employee(s) must disclose the matter to the following person, who has Human Resources authority: [REDACTED]. [ORGANIZATION] will take appropriate action. Such action may include reassignment of location, reassignment of duties, or a determination that one or both employees must choose between their current position and continuing their relationship.

c. Procedure

No person shall be retaliated against for complaining in good faith about a violation of these policies or for cooperating with an investigation into a complaint.

If you are witnessing or experiencing discriminatory, harassing, or other offensive behavior, you have the right to demand that the other person stop the offending conduct immediately. Regardless of whether you demand that the other person stop the offending conduct, you must report the matter to a manager. If possible, you should report the matter to your supervisor. If reporting the behavior to your supervisor is not possible or you feel it would not be effective, or if your supervisor is engaging in the behavior, then you should report it to one of the following individuals:

- [REDACTED]
- [REDACTED]

[ORGANIZATION] will investigate all reported violations of the policies expressed in this section. Violations will result in disciplinary action up to and including termination of employees. Where such actions involve non-employees, [ORGANIZATION] will take action appropriate for the circumstances. The identities of persons participating in the investigation and the information they provide will never be shared with individuals who do not have a legal or legitimate business need to know.

2. Religious Observations

It is a policy of [ORGANIZATION] to accommodate the practices required by each employee's religious beliefs, as long as [ORGANIZATION] is made aware of the requirements and such accommodation would not create an undue hardship for [ORGANIZATION] or its operations.

Employees requesting such accommodation should make a request to their supervisor or to [REDACTED]. The supervisor or [REDACTED] will then meet with the employee to discuss potential accommodations.

3. Accommodating Impairments

[ORGANIZATION] complies with applicable federal, state, and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. It is [ORGANIZATION] policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, [ORGANIZATION] will provide reasonable accommodation to a qualified individual with a disability, as defined by the A.D.A., and who has made [ORGANIZATION] aware of his or her disability, provided that such accommodation does not constitute an undue hardship on [ORGANIZATION].

Qualified individuals with disabilities may make requests for reasonable accommodation to their supervisor or to [REDACTED]. On receipt of an accommodation request, the supervisor or [REDACTED] will meet with the requesting individual to discuss and identify the limitations resulting from the disability, whether additional information is needed, and the potential accommodation that [ORGANIZATION] might make to overcome those limitations.

4. Accommodating Pregnancies and Nursing Mothers

[ORGANIZATION] will provide reasonable accommodations to pregnant employees who notify management of their need as advised by a licensed health care provider or certified doula.

Nursing mothers who must express milk during working hours should notify their management. They will be provided with a secluded location near their assignment.