

Anti-Discrimination and Harassment Policy
of
Military Veterans Resource Center

General Purpose

Military Veterans Resource Center (MVRC) is committed to cultivating and preserving a culture of diversity and inclusion. Employees have a right to work in an environment that is free from discriminatory and/or harassing conduct. Expressly prohibited under this policy is discriminatory or harassing behavior on the basis of race, color, creed, ancestry, national origin, age, disability, sex, arrest or conviction record, marital status, sexual orientation, veteran status or membership in the National Guard or military reserves.

This policy is applicable, but not limited to, the organization's practices and policies relative to recruitment and selection, compensation and benefits, professional development, promotions, layoffs and terminations. All MVRC employees have a responsibility to treat others with dignity and respect at all times while they are at work, whether on or off the work site.

Definitions

In general, harassment means persistent and unwelcome conduct or actions on any of the bases described above. Harassment may include:

- Unwelcome physical contact, particularly of a sexual nature
- Unwelcome verbal or physical conduct, particularly of a sexual nature
- The repeated making of unsolicited, inappropriate gestures or comments
- The display of offensive graphic materials that are inappropriate for our work

Harassment on any of the bases described above exists whenever

- Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment
- Submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual, including training or promotion
- The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment

Recognizing Harassment

Harassment may be subtle, manipulative and is not always evident. It does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and is personally offensive. All forms of gender harassment are covered. Men can be sexually harassed; men can harass men; women can harass other women. Offenders can be managers, supervisors, co-workers and non-employees such as clients or vendors.

- Examples of verbal harassment: Jokes, insults and innuendoes (based on race, sex, age, disability, etc.), degrading sexual remarks, referring to someone as a stud, hunk or babe; whistling; cat calls; comments on a person's body or sex life or pressures for sexual favors.
- Examples of non-verbal harassment: Gestures, staring, touching, hugging, patting, blocking a person's movement, standing too close, brushing against a person's body or display of sexually suggestive or degrading pictures, racist or other derogatory cartoons or drawings.

Grievance Procedure

Any employee or contractor who believes he or she is being harassed, or any employee or contractor who becomes aware of harassment, should promptly notify the MVRC Executive Director. However, if an employee, contractor or volunteer is not comfortable speaking with the Executive Director or is not satisfied with the response, that employee, contractor or volunteer is encouraged to report to any officer of the Board.

Upon notification of a harassment complaint, a confidential and impartial investigation will be promptly commenced and will include direct interviews with involved parties and where necessary with employees who may be witnesses or have knowledge of matters relating to the complaint. The parties of the complaint will be notified of the findings and their options.

Non-retaliation

This policy expressly prohibits retaliation of any kind against any employee bringing a complaint or assisting in the investigation of a complaint. Such employees may not be adversely affected in any manner related to their employment.

Disciplinary Action

The company views harassment and retaliation to be among the most serious breaches of work place behavior. Consequently, appropriate disciplinary or corrective action, ranging from a warning to termination, can be expected.

Approved: March 27, 2013