



Series: 1200 Human Resources

Policy Name; **Workplace Harassment**

Policy Number: 1214

Origination Date: November 1, 2013

Revision Date: May 5, 2023

Regulation: N/A

Policy: It is the policy of Communities Connected for Kids to prohibit harassment of employees on any basis, including but not limited to race, religion, gender, color, age, physical or mental disability, national origin, veteran status, marital status, gender identity or expression, sexual orientation, citizenship, or any other category protected by law.


While it is not easy to define precisely what harassment is, it certainly includes slurs, epithets, threats, derogatory comments, unwelcome jokes, and teasing. Harassment includes actions as well as words.

It should be noted that supervisory feedback to an employee indicating areas of improvement or development does not constitute harassment.

Procedure:

Any employee who feels that he/she is a victim of harassment should immediately report the matter to his/her supervisor, Human Resources, or any other member of management. Communities Connected for Kids will investigate all such reports as confidentially as possible. If harassment is committed by one of our employees, we will take such action as is appropriate. Such action may include: counseling, informal or formal reprimands, written or verbal warnings, suspension, reduction in pay, reduction in duties, mandated training, transfers and other formal sanctions including termination of employment. Employees who report a violation of this policy or who participate in an investigation of a violation of this policy will not be subjected to retaliation.

Any questions regarding either this policy or a specific situation should be addressed to the appropriate supervisor or Human Resources. If you prefer not to discuss the matter with your supervisor or Human Resources, you may discuss it with any other member of Communities Connected for Kids management or address the situation with the Chief Executive Officer (CEO).

Approved:  _____
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Carol Deloach, CEO

May 5, 2023