



**EQUAL EMPLOYMENT OPPORTUNITY AND
NON-DISCRIMINATION NON-HARASSMENT**

I. **Scope:** Applies to all employees, of Community Based Services, Inc. (CBS)

II. **Purpose:** Community Based Services strongly believes all employees have the right to a workplace where everyone is treated with respect. To that end, we aim to provide a work environment that is free from discrimination, harassment, intimidation, hostility, or other offenses, which might interfere with work performance.

III. **Definition:**

A. Equal Employment Opportunity

CBS provides equal employment opportunity to all employees and applicants for employment. Equal employment opportunity means equal treatment without unlawful discrimination as to race, color, sex/gender, familial status, marital status, genetic predisposition, sexual orientation/preference, domestic violence victim status, religion, age, national origin, disability, military or veteran status, or any other characteristic protected by federal, state or local law. Equal employment opportunity also means equal treatment of all employees and applicants for employment without unlawful discrimination as to a disability that does not prohibit performance of essential job functions. This policy applies to all employment decisions, including but not limited to hiring, compensation, promotion, demotion, transfer, termination, and all other terms and conditions of employment.

Management is primarily responsible for seeing that this equal employment opportunity policy is implemented, but all members of staff share in the responsibility for assuring —by their personal actions— that the policy is effective and applies uniformly to everyone.

B. Harassment

Harassment is not necessarily sexual in nature — it can also be in regards to a person's race, color, sex/gender, familial status, marital status, genetic predisposition, sexual orientation/preference, domestic violence victim status, religion, age, national origin, disability, military or veteran status, or any other characteristic protected by federal, state or local law.

Harassment can take many forms. It may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment may also include written or graphic material (including Internet sites and emails) that show hostility or aversion to an individual or group.

IV. Policy Statement

It is the policy of Community Based Services to strictly prohibit conduct which constitutes harassment or discrimination in any form.

V. Procedure

A. Responsibility

All employees, and particularly managers, have a responsibility for keeping our work environment free of harassment and discrimination. The first step to prevent harassment or discrimination is to treat everyone with respect, and if someone does not respond in kind, then to inform the person of the offense. Very often unwelcomed behavior will not be repeated once it is realized. If that does not work, or the employee is not comfortable speaking with the offender, they should talk with their supervisor about the situation. If the supervisor cannot help resolve the matter, or the supervisor is the offender, then a report must be made with Human Resources Team. **All employees have the right to file a complaint, without fear of retaliation.**

B. Investigating Claims & Corrective Action

The Human Resources Team will promptly and thoroughly investigate the allegations of discrimination or harassment. Investigations are conducted with due regard for the privacy of everyone involved, however absolute confidentiality is impossible and will be handled on a 'need to know basis'. No adverse employment action will be taken against an employee who, in good faith, reports or assists in an investigation of alleged harassment. Where allegations of harassment are substantiated, appropriate discipline will be imposed against individuals engaging in such conduct, as well as supervisory management who knowingly permit harassment to continue. This will include disciplinary action up to and including termination of employment.

C. Please reference Prevention of Sexual Harassment policy for more specific information about the Agency's policy and procedure for the prevention of sexual harassment in the workplace.