

The Resource Connection

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Objective

The Resource Connection is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this procedure to effectuate these principles and mandates.

Policy

From the Employee Handbook:

It is the policy of The Resource Connection to make all employment decisions without regard to an individual's race (or characteristics associated with race, including protected hairstyles), religious creed (including religious dress and grooming), color, national origin, ancestry, physical disability (including HIV and AIDS), mental disability, medical condition (including pregnancy, childbirth, breastfeeding and/or related medical conditions or request for FMLA), genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military or veteran status, registered domestic partner status or any other basis made unlawful by applicable law. The Resource Connection is an equal opportunity employer and strictly prohibits unlawful discrimination by any employee, including managers, supervisors and co-workers. This policy pertains to all aspects of our employment terms and conditions including, but not limited to, recruitment, hiring, training, promotion, termination, compensation and benefits.

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies, deliveries of services to clients and volunteers, and any other persons or firms doing business for or with The Resource Connection.

Dissemination and Implementation of Policy

The Equal Employment Opportunity (EEO) Coordinator will be responsible for the dissemination of this policy. Directors, managers and supervisors are responsible for implementing equal employment practices within each department. The HR department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

This policy must be posted in a prominent place accessible to employees, applicants, and clients.

Procedures

The Resource Connection administers our EEO policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Advertising for job openings with the statement "*The Resource Connection is an Equal Opportunity Employer/ADA*".
- Posting all required job openings with the appropriate state agencies.
- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies or participates in an EEO agency proceeding.
- Requires employees to report to a supervisor, member of management, or Human Resources Representative any apparent discrimination or harassment. The report should be made immediately upon discovery of the incident.
- The Human Resources Representative promptly notifies the general counsel of all incidents or reports of discrimination or harassment and takes other appropriate measures to resolve the situation.

Harassment

From the Prohibited Harassment section of the Employee Handbook:

The Resource Connection maintains a strict policy prohibiting harassment because of an individual's race (including protected hairstyles), religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, registered domestic partner status or any other basis made unlawful by applicable law. 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 is also prohibited. This policy applies to all persons involved in the operations of The Resource Connection, and prohibits such harassment by any employee of the Organization, including managers, supervisors and co-workers. The policy is also in place to protect employees from prohibited harassment by third parties. It also prohibits employees from engaging in prohibited harassment against third parties. Prohibited harassment may have occurred even if you have not lost a job or some other economic benefit. However, only harassment that unreasonably interferes with your work performance or creates an intimidating, hostile or offensive work environment is unlawful. Prohibited harassment will not be tolerated, whether or not it rises to the level of unlawful conduct. Conduct that is prohibited under this policy includes, but is not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs or unwanted sexual advances, invitations or comments.
- Visual conduct such as derogatory posters, photography, cartoons, drawings, emails, internet sites or gestures.
- Physical conduct such as unwanted touching, blocking normal movement or interfering with work directed at you because of your sex or any other prohibited basis.
- Threats and demands to submit to sexual requests in order to keep your job or avoid some other loss and offers of job benefits in return for sexual favors.
- Other threats and demands based upon any other prohibited basis.

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- Retaliation for opposing, reporting or threatening to report prohibited harassment or for participating in an investigation, proceeding or hearing conducted by the Equal Employment Opportunity Commission or any state fair employment agency.
- Sexually harassing conduct need not be motivated by sexual desire.

You have a right to have your concerns and complaints about prohibited harassment addressed. If you believe you are being harassed on the job because of your race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, registered domestic partner status or any other basis protected by applicable law, please follow the complaint procedure outlined in this Handbook below. Employees must report conduct prohibited by this policy whether or not they are personally involved.

Prohibited Retaliation

From the Employee Handbook:

The Resource Connection prohibits retaliation against any employee because of (1) the employee's opposition to a practice or conduct the employee reasonably believes to be unlawful; (2) the employee's lawfully protected participation in an investigation or proceeding; (3) the employee's request for an accommodation for a disability; (4) the employee's request for a religious accommodation; or (5) any other activity of the employee that is protected by law. The Resource Connection also prohibits retaliation against an employee because the employee is a family member of a person who has made a wage claim or engaged in other activities protected under the California Labor Code. The Resource Connection also prohibits retaliation against an employee because the employee is a family member of a person who has made a wage claim or engaged in other activities protected under the California Labor Code. Any retaliatory adverse action because of such opposition, participation, request, activity or familial relationship may be unlawful and will not be tolerated.

Complaint Procedure

The following procedure has been adopted for the filing of complaints of harassment and discrimination for employees, volunteers, and clients.

From the Employee Handbook:

The Resource Connection encourages employees to report all incidents believed to be unlawful discrimination, harassment or retaliation. You should provide a complaint, preferably in writing, to your own or any other Organization supervisor or the Human Resources Department as soon as possible after the incident or incidents you believe to be unlawful or otherwise in violation of Organization policy. Your complaint should include the details of the incident or incidents, the names of the individuals involved and the names of any witnesses. Your complaint will be kept as confidential as possible, but no complaint can be kept completely confidential.

Supervisors must promptly refer all complaints to the Human Resources Department. The Human Resources Department or a designee will undertake an impartial investigation of the allegations and document the findings. This investigation will be completed and a determination regarding the conduct alleged will be made and communicated to you as soon as practical. Because of the seriousness of a complaint of prohibited discrimination, harassment or retaliation, no employee should knowingly make or knowingly participate in making a false complaint.

If the Human Resources Department or his/her designee determines that a violation of Organization policy has occurred, The Resource Connection will take remedial action commensurate with the severity of the offense. Action will also be taken to deter any future violations of Organization policy and ensure a work environment free from unlawful discrimination, harassment and retaliation. You will be kept apprised of such actions taken by the Organization. The Resource Connection will not retaliate against you for making a complaint and will not knowingly permit retaliation by anyone.

Complaints of unlawful discrimination, harassment and/or retaliation can be filed with the California Department of Fair Employment and Housing (DFEH) and/or the federal Equal Employment Opportunity Commission (EEOC). These agencies may accept, investigate, prosecute and remedy complaints. The telephone numbers for the nearest agency office are listed in the telephone book and online directories. The agencies' websites are www.dfeh.ca.gov and www.eeoc.gov.

Remedies

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. The Resource Connection will promptly, thoroughly and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.

Leadership Team Approved 7/2018

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