

Policy Prohibiting Harassment

All full-time staff must sign that they have received and read this policy and will comply with its terms.

a) Statement of Policy

Urban Adamah maintains a strict policy prohibiting all forms of harassment at the work place. Harassment of an employee on the basis of race, religion, sex, sexual orientation, color, national origin, ancestry, disability, medical condition, marital status or age will not be tolerated. This policy applies to all employees, supervisors, management, clients, volunteers, agents and non- employees who have contact with employees during work hours.

This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation and training.

b) Definition of Harassment

i. Verbal Harassment:

For example, epithets, derogatory comments or slurs on the basis of race, religious creed, condition, marital status, age, sex or sexual orientation. This might include inappropriate sex oriented comments on appearance or behavior, including dress or physical features or race-oriented stories.

ii. Physical Harassment:

For example, assault, impeding or blocking movement, physical interference with normal work or movement when directed at an individual on the basis of race, religion, color, national origin, ancestry, disability, medical condition, marital status, age, sex or sexual orientation. This could occur in the form of pinching, grabbing, petting, propositioning, leering, or making explicit or implied threats or promises in return for submission to physical acts.

iii. Visual Harassment:

For example, derogatory posters, notices, bulletins, cartoons, or drawings on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, age, sex or sexual orientation.

iv. Sexual Harassment:

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior which is not welcome, which is personally intimidating, hostile or offensive, which debilitates morale and which therefore interferes with work effectiveness. Sexual harassment includes but is not limited to sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, where:

- a. Submission to such conduct is an explicit or implicit term or condition of employment;
- b. Submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting the individual;
- c. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment;
- d. Sex-oriented verbal kidding, teasing, or jokes;
- e. Repeated offensive sexual flirtations, advances or propositions;
- f. Continued or repeated verbal abuse of a sexual nature;



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DISCRIMINATION AND HARASSMENT POLICY

- g. Graphic or degrading comments about an individual or his/her appearance;
- h. The display of suggestive objects or pictures;
- i. Subtle pressure for sexual activity; or
- j. Physical contact such as patting, pinching, or brushing against another's body.

c) Complaint Procedure

i. Notification:

Any employee or job applicant who believes he/she has been the subject of such harassment may make a complaint verbally or in writing to his/her supervisor, or the Executive Director of Urban Adamah.

Any retaliation against a person for filing a harassment complaint is prohibited. Employees found to be retaliating against another employee shall be subject to disciplinary action up to and including termination. It is Urban Adamah's intention to create a safe and healthy work environment. In order to accomplish this goal we encourage any employee who witnesses harassment directed at or perpetrated by any employee of Urban Adamah to report it through the avenues identified above.

ii. Investigation Process:

Upon notification of a harassment complaint, the supervisor, or Executive Director shall immediately begin an investigation. The investigation may include interviews with: 1) the complainant; 2) the accused harasser; 3) other persons believed to have relevant knowledge concerning the complaint.

iii. Reporting:

The investigator will report the results of the investigation and the determination as to whether harassment occurred to the appropriate persons including the complainant, the alleged harasser, and the supervisor.

If harassment is found to have occurred, prompt and effective remedial action will be taken against the harasser. This action will be commensurate with the severity of the offense. If discipline is imposed, the discipline will not be communicated to the complainant. Urban Adamah will attempt to treat all internal complaints and their investigation as confidential, recognizing, however, that in the course of investigating and resolving internal complaints some dissemination of information to others may be necessary or appropriate.

If the complaint is found to be of insufficient merit, all involved parties will be so notified.

iv. Recourse

If any party to a harassment investigation is not satisfied with the outcome, he/she may appeal to the Board President or to the Personnel Committee. On completion of the appeal review, the employee should receive an oral explanation of the conclusion reached and the reasons for that conclusion. Decisions resulting from appeal reviews by the Board President or Personnel Committee will be final. In addition to the internal process for investigation and resolution, an employee has the right to complain to the Department of Fair Employment and Housing (DFEH) at the State level and the Equal Opportunity Commission (EEOC) on the Federal level. The agency will investigate the complaint, may attempt to resolve the matter, and may file a formal case against the employer and the harasser.

I have read the above statement and agree to its terms:

Signature

Printed Name

Date