

Policy: Nondiscrimination Policy
Revision: 05/20/2021

Revision:
Revision:
Creation: 08/07/2006

The following is included within the Employee Handbook and Governing Bylaws of Crossroads4Hope (CR4H).

Nondiscrimination Policy

This policy defines CR4H's position on Discrimination. It applies to all employees, contractors and program participants. CR4H follows an equal opportunity employment policy, and employs personnel without regard to race, creed, color, religion, national origin, sex, sexual orientation, age, physical or mental handicap, veteran status, or marital status. This policy also applies to internal promotions, training, opportunities for advancement, terminations, relationships with outside vendors and customers, use of contractors and consultants, and in dealing with the general public.

Individuals who have been affected by cancer either by being diagnosed with cancer or by being a caregiver to someone with cancer are eligible to participate in programs without regard to race, creed, color, religion, national origin, sex, sexual orientation, physical or mental handicap, veteran status, or marital status. The only situation in which age is a factor is the programs designed specifically for children of certain ages.

Violations of this policy will be dealt with quickly, and disciplinary action may be taken, up to and including termination. If a program participant or employee believes that they have been discriminated against, they are to report the incident immediately to their supervisor or to the Chair of the Board of Trustees.

A. EQUAL EMPLOYMENT OPPORTUNITY

Providing "equal opportunity" is one of the most important personnel policies of CR4H. Our goal is to do all that we realistically can to provide genuine equal employment opportunity, in every sense of the term, to applicants and employees in all phases of our operation.

It is our policy that there shall be no discrimination with respect to employment, or any of the terms and conditions of employment, because of an individual's race, creed, religion, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, familial status, atypical hereditary cellular or blood trait, disability (including AIDS and HIV infection), genetic information, liability for service in the United States armed forces or any other legally protected status. CR4H will make a reasonable accommodation to know physical or mental limitations of a qualified applicant or employee with a disability unless the accommodation would impose an undue hardship on our operation. Any employee who believes he or she may require such accommodation should contact any of the principals of CR4H.

CR4H is dedicated to ensuring that all personnel decisions are in accordance with these principles of equal employment opportunity. Equal employment opportunity is not only a legal principle, it is a moral commitment as well. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.

If you believe you have been subject to discrimination or harassment by CR4H employees or a client, vendor or other business invitee, you should report to your immediate Supervisor, who will take the necessary steps to investigate the matter. You may also report the problem to the CEO, Board Chair or Legal Representative on the board.

It is the responsibility of everyone to conscientiously follow this policy.

If you have any questions regarding this policy, you should discuss them with your immediate supervisor.

B. POLICY AGAINST SEXUAL HARASSMENT

It is CR4H's policy to prohibit harassment of any employee by an executive, supervisor, employee or visitor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality, but to ensure that at CR4H all employees are free from harassment on the basis of sex or gender. While it is not easy to define precisely what sexual harassment is, examples of prohibited behavior include unwelcome sexual advances, request for sexual favors, and other conduct of sexual nature, such as uninvited touching of a sexual nature or sexually-related comments, pictures or communications. Depending upon the circumstances, harassment can also include unwelcome joking, teasing or other conduct directed toward a person because of his or her gender, which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

Anyone who feels that he or she has witnessed or been subject to sexual harassment should immediately report the matter to any Supervisor, CEO, Board Chair or Legal Representative on the board. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. In addition, CR4H will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigation of such reports in accordance with this policy. Violation of this policy will result in disciplinary action, up to and including discharge for the harasser.

C. POLICY AGAINST OTHER FORMS OF HARASSMENT AND DISCRIMINATION

It is CR4H's policy to prohibit harassment or discrimination of any employee by another employee, management representative or business invitee including, but not limited to, harassment or discrimination on the basis of age, race, color, disability, national origin, gender, religion, sexual orientation, ancestry, or any other characteristic protected by law. While it is not easy to define precisely what harassment is, it certainly includes slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, and other similar verbal or physical conduct. Anyone who feels that he or she has witnessed or been subjected to harassment should report the matter to their Supervisor, Manager, to any other member of management, or to CR4H's CEO, Board Chair or Legal Representative on the Board. For CR4H to be able to remedy alleged harassment, it is imperative that claims be brought to the attention of management. Failure to report claims of harassment hampers CR4H's ability to take necessary steps to remedy such situations. CR4H will not tolerate any Supervisor or member of management making employment related decisions on the basis of any characteristic protected by state or federal law. Violations of this policy will not be permitted and may result in discipline up to and including discharge.

All reports of harassment or discrimination will be thoroughly and discreetly investigated by principals of CR4H who are not involved in the alleged harassment or discrimination.