



Anti-Discrimination Policy

Objective

LGBTQ and ALL has developed this policy so that employees can work in an environment free from unlawful harassment, discrimination, and retaliation. LGBTQ and ALL will make every effort to make sure that all employees are familiar with these policies. They will also be aware that any complaint in violation of such policies will be investigated thoroughly and resolved appropriately.

Any employee with questions or concerns regarding these policies should speak with the Director of Human Resources or a member of the anti-discrimination committee.

Equal employment opportunity

The policy at LGBTQ and ALL is that all employment is equal, without discrimination based on race, ethnicity, religion, sex, sexual orientation, gender, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. LGBTQ and ALL prohibits any discrimination or harassment against marginalized groups or otherwise.

Retaliation

LGBTQ and ALL cultivate a safe space where employees are encouraged to report any incidents of harassment or discrimination. According to LGBTQ and ALL's policy, we prohibit retaliation against any individual who reports discrimination or harassment or is involved in investigating these reports.

Sexual harassment

Sexual harassment is illegal under federal, state, and local laws. For this policy, "sexual harassment" is defined in the Equal Employment Opportunity Commission Guidelines as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

All types of sexual harassment are prohibited and categorized as follows: a) quid pro quo and b) hostile work environment. Sexual harassment can include both subtle and not-so-subtle behaviors and may involve people of the same or different genders. Depending on the incidents, these behaviors may consist of unwanted sexual advances or requests for sexual favors; sexual jokes or innuendos; verbal abuse with a sexual undertone; commentary about a person's body, sexual prowess or deficiencies; leering, whistling, or touching; obscene comments or gestures;

suggestive objects or pictures in the workplace; and other physical, verbal or visual misconducts that are sexual.

Harassment

Harassment is also strictly prohibited. Under this act, harassment is defined as verbal, physical, or written conduct that disrespects or shows hostility and hatred towards an individual due to their race, ethnicity, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law. It also refers to discrimination that has the purpose of unreasonably interfering with an individual's work performance or employment opportunities.

Harassing conduct includes the following: epithets, slurs or negative stereotyping; threatening or intimidating acts; obscene and offensive jokes; and written or graphic material that discriminates against an individual or group that is placed in the workplace, on company time or using company equipment by e-mail, phone, text messages, social networking sites or other platforms.

Individuals and Conduct Covered

These policies must be abided by all applicants and employees, whether engaging with fellow employees or by someone not directly connected to LGBTQ and ALL (i.e. an outside consultant, customer, or client).

Conduct prohibited by these policies is not acceptable in the work setting or work-related scenarios outside the workplace (i.e. business trips, work meetings, and work social events)
Reporting Incidents of Harassment, Discrimination or Retaliation

LGBTQ and ALL encourages reporting of all incidents of discrimination, harassment, or retaliation. No matter your position or identity, the staff at LGBTQ and ALL will support you filing claims due to poor conduct from other employees. Individuals who are victims of harassment should discuss their concerns with their supervisor, human resources, or other relevant departments that deal with discrimination policies.

Complaint Procedure

Those who believe or who are victims of misconduct prohibited in the workplace should discuss their concerns with their supervisor or Human Resources Department. LGBTQ and ALL encourages the immediate reporting of complaints or concerns so that measures can be taken immediately. Even though no fixed reporting period has been established, early reporting and intervention are the most effective way to solve incidents of harassment or discrimination.

Any allegations of harassment, discrimination, or retaliation that are reported will be investigated immediately. The investigation will include interviews with the relevant and involved parties (individually) and with those who may have witnessed the harassment.

LGBTQ and ALL will maintain confidentiality throughout this investigatory process and implement appropriate corrective procedures and action.

Retaliation against a person who reports harassment is a severe policy violation and will be subject to disciplinary action. These acts of retaliation should be reported promptly and will be investigated and addressed right away.

Misconduct that includes harassment, discrimination, or retaliation will be handled appropriately. Responsive action may include the following: sensitivity training, a counseling referral, or disciplinary actions including warnings, reprimanding, withholding of promotions or pay increases, reassignment, temporary suspension without pay, or termination, as LGBTQ and ALL believes to be appropriate according to the situation.

If a party to a complaint does not agree with the resolution, they may appeal to LGBTQ, and ALL's Executive Director or the Chief Operating Officer.

False and harsh complaints of harassment, discrimination, or retaliation (as opposed to complaints that, even if they are an error, are still made in good conscience) may also be the subject of appropriate disciplinary action.