

# **Non-Discrimination / Anti-Harassment**

## **Policies & Procedures**



### **Policy Statement:**

Reece's Rainbow is committed to an online forum and environment in which all individuals are treated with respect and dignity. Every member of our community is entitled to participate in an environment free from the damaging effects of illegal discrimination, in accordance with this policy and federal and state laws. Each individual has the right to a professional atmosphere that pro-motes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Reece's Rainbow expects that all decisions and relationships among involved parties (adoptive families, volunteers, and employees) will be free of unlawful bias, prejudice and harassment.

Illegal discrimination includes any type of action or behavior based on a person's sex, sexual orientation, predisposing genetic characteristics, race, color, national origin, age, religion, creed, marital status, military status, or disability, including pregnancy, or is otherwise a violation of any provisions of the Civil Rights Act of 1964, including Title VII and Title IX of the Educational Amendments of 1972; the Age Discrimination Act of 1975; and the Americans with Disabilities Act of 1990.

### **Applicability:**

This policy applies to all members of the Reece's Rainbow community, including volunteers, adoptive families, and employees of Reece's Rainbow, as well as individuals doing business with Reece's Rainbow.

The president of the Board of Directors is responsible for communication of this policy to employees and this will be posted on the RR website. Any claims of illegal discrimination and harassment will be addressed to the president of the Board and to the Board of Directors.

### **The Board of Directors Response:**

The Board of Directors of Reece's Rainbow will actively work to prevent and eliminate discrimination and harassment and will respond promptly, positively, and aggressively to deal with any incidents. This response may include, but is not limited to: denial of access to online RR communities (i.e. Facebook, Twitter) and letters of apologies to involved parties.

### **Examples of Prohibited Conduct**

- Discrimination in the provision of employment opportunities, benefits or privileges or in any activity.
- The creation of a hostile online community environment through inappropriate communications.
- Verbal or written communications designed to threaten, intimidate, or coerce. This may include verbal OR online/electronic or written communications that are taunting (including racial and ethnic slurs or negative stereotyping) or other

written comments which impairs the employee's ability to perform his or her job or interferes with the employee's performance.

- Distribution, display or discussion of any written (i.e. email) or graphic material that ridicules, denigrates, insults, belittles, or shows hostility or aversion toward an individual or group because of protected status. This can be evidenced through a variety of online forums, including Facebook, blogs, and Twitter for instance.

**Examples of Sexual Harassment** (communicated in ANY form- written, electronically, etc.)

- Vulgar or lewd comments or jokes
- Unwelcome, repeated demands or requests for dates
- Subtle or overt pressure for sexual activity via written/verbal communications
- Promise or provision of promotions, raises, better working hours, better grades, or special accommodations based on compliance with sexual advances or harassment.

The law and this policy prohibit men harassing women, women harassing men, women harassing women, and men harassing men. The harasser can be the victim's supervisor, a co-worker, or a non-employee. Unlawful sexual harassment may occur without economic injury to or discharge of the victim. The harasser's conduct will be considered unwelcome by a reasonable standard.

## **Reporting an Incident of Harassment, Discrimination or Retaliation**

### **Filing a Complaint, Informal and Formal Resolution**

- Complaints made by individuals regarding harassment on the part of another individual should be directed to president of the Board within 90 days of the incident, following the \*\* grievance process. Informal and formal resolutions will be made as described within by the grievance process. All written communications should be sent to the PO Box Reece's Rainbow address and/or via email to the members of the Board.
- All decisions by the Board of Directors shall be final related to any particular cases and situations.

**Insufficient Evidence:** In some cases, the evidence may be inconclusive because it consists of statements by only the complainant and the alleged harasser. This decision does not conclude that the harassment never occurred, but only that, before taking any serious action more evidence is needed. The investigation ends unless additional evidence comes to light. The accused is neither exonerated nor found guilty. Any further complaints will be investigated fully.

**Confidentiality:** All inquiries, complaints, and investigations are treated with sensitivity, seriousness, and maximum confidentiality. Only when required by law, or when personal safety is at risk, will confidential information be shared with appropriate individuals, or be acted upon or disclosed to others without a complainant's knowledge.

The United States Department of Education's Office for Civil Rights (OCR):  
<http://www.ed.gov/about/offices/list/ocr/index.html>