

Discrimination, Harassment, Confidentiality and Computer Use Agreement

POLICY AGAINST DISCRIMINATION AND HARASSMENT

COMMUNITY ACTION is committed to providing a work environment free of discrimination. In keeping with this commitment, the Agency maintains a strict policy prohibiting unlawful discrimination and harassment in any form (verbal, physical, visual, etc.).

Harassment is a form of misconduct that undermines the integrity of the employment relationship. Such conduct is prohibited at all times, regardless of whether a team member is on or off-duty.

No team member should be subjected to unsolicited and unwelcome conduct in any form if the conduct is based on the person's "protected class", which is defined as a person's sex, race, age, gender, sexual orientation, national origin, marital status, religion, disability, veteran status, or any other characteristic or activity protected by applicable law. Conduct of this nature, based on protected class, is considered discrimination and will not be tolerated. Examples of discrimination are included below in the Prohibited Conduct section.

Unwelcome conduct that does not rise to the level of discrimination or harassment under this policy may still be addressed under the Agency's Corrective Action policy, or other relevant handbook policies.

Sexual Harassment

Sexual harassment is a form of misconduct that is based on an employee's unwelcome sexual or romantic advances toward another employee. It can be between a supervisor and the direct report employee or between coworkers. It can also occur between individuals with the same or different genders and/or sexual orientation. Sexual harassment is considered sex discrimination and it can create a hostile work environment for the target of harassment, as well as for coworkers that have observed sexual harassment.

Prohibited Conduct (Misconduct)

Misconduct which may be considered a violation of this policy includes, but is not limited to:

- Unwanted sexual advances, propositions or request for dates;
- Making or threatening reprisals after a negative response to sexual or romantic advances;
- Making or threatening reprisals after being asked or directed to discontinue harassing or discriminatory behavior;
- Visual conduct, including leering and making sexual gestures;
- Displaying sexually suggestive objects, pictures, digital photos, social media, videos, cartoons, or posters in work areas or on COMMUNITY ACTION's premises;
- Verbal sexual advances or propositions;
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual;
- Talking about your sex life or the sex lives of others;
- Suggestive or obscene letters, notes, or invitations;

- Inappropriate physical conduct, including touching (other than handshakes), unwelcome hugging, putting an arm around a coworker, assaulting, impeding, or blocking movements;
- Making comments about a person's gender, gender identity, or sexual orientation;
- Making derogatory comments about members of the LGBTQ community;
- Criticizing or making fun of another person's religious beliefs or other protected class;
- Displaying objects, pictures, cartoons, or posters that are degrading to members of a Protected Class;
- Verbal conduct, such as making or using derogatory comments, epithets, slurs, or jokes about a Protected Class;
- Wearing or displaying visible insignia supporting racist organizations;
- Using Agency communication systems to send, receive, store or access material of a sexual nature or racially or ethnically offensive materials.

In addition, no one may imply or threaten that an applicant's or team member's "cooperation" or refusal of a sexual nature, or toleration of Protected Class discrimination, will have any effect on the individual's employment, assignment, compensation, advancement, career development, or any other condition of employment. Any such action will bring prompt and certain disciplinary action, including possible termination.

If a team member believes they have been harassed by a person they come in contact with on the job, they should promptly report the facts of the incident(s) and the name of the individual(s) involved directly to the team member's supervisor. If, for any reason, a team member feels uncomfortable reporting to his or her supervisor, they will promptly contact the Human Resources department or the Executive Director with the concerns. Team members and managers are encouraged to document any incidents involving prohibited conduct. An Employee Complaint Form is available to report prohibited conduct,

Complaints of harassment will be investigated appropriately, as determined by the Agency, consistent with the nature of the complaint. Information about the complaint will be kept as confidential as possible under the circumstances required to complete the investigation and implement any corrective action. Prompt and appropriate action will be taken based on the results of the investigation.

Retaliation

Retaliation of any kind directed against a team member who reports harassment in good faith or speaks as a witness in a harassment investigation is absolutely prohibited.

Retaliation is broadly construed and means any adverse action against an employee for opposing harassment or discrimination or for participating or cooperating in an investigation or hearing. It may include any on-duty or off-duty conduct, whether related to employment or not, that could discourage an employee from making a complaint of discrimination or harassment or testifying, assisting or participating in an investigation proceeding or hearing. It could also include conduct, such as giving an employee the "cold shoulder," change of duties or assignments, including undesirable tasks, reduction of pay, etc. Reports of retaliation should be made to Human Resources either verbally or using the Employee Complaint Form (Appendix). These types of complaints will also be

promptly investigated and violators will be subject to appropriate disciplinary or other corrective action.

CONFIDENTIALITY

Employment with COMMUNITY ACTION assumes an obligation not to disclose confidential information both during and after employment. In addition to confidential Agency information to which team members are privy, the Agency's clients and suppliers entrust COMMUNITY ACTION with confidential information relating to their homes and businesses. The nature of these relationships requires maintenance of confidentiality. In safeguarding the information received, COMMUNITY ACTION earns the respect and further trust of its clients and suppliers.

Confidential Information means all information, data or know-how, in any form, which has value to COMMUNITY ACTION, its clients, suppliers or other third parties, which is not generally known to the public, and which is regarded by COMMUNITY ACTION as confidential.

Confidential Information includes, but is not limited to, the following: lists of, and information pertaining to, COMMUNITY ACTION clients, suppliers and other entities with which COMMUNITY ACTION has business relations; COMMUNITY ACTION financial information; tax returns; marketing plans and strategies; methodologies; contracts; processes; designs; trade secrets; inventions (whether or not patentable); formulas; technical drawings; data; writings; research; techniques; concepts; product specifications; systems; plans for future products; pricing policies; price lists; cost and profit information; ideas; patents; schematics; software programs; prototypes; hardware; drawings; engineering; business plans; or any other information relating to the Agency's research, development, inventions, manufacturing, purchasing, accounting, financing, engineering, marketing, merchandising, or selling. Confidential Information includes the confidential information described above of a third party wherever context so requires or indicates. Confidential information does not include team member wages, benefits, and working conditions; provided, however, that management personnel who have been entrusted with sensitive employee information will hold such information in confidence and only disclose it to authorized individuals with a legitimate need to know.

No one is permitted to remove or copy any COMMUNITY ACTION records, reports or documents without prior approval. Disclosure of confidential information could result in termination of employment as well as legal action. Team members will return all COMMUNITY ACTION documents, (including copies), bidding information, and assets should employment be discontinued.

COMMUNICATIONS AND COMPUTER USE POLICY

Computers, communications, voice-mail, e-mail and Internet access systems are provided by

COMMUNITY ACTION for use in performing the business of the Agency. Agency communications systems (cell phones, voice mail, electronic mail, computers, internet network, telephone systems, etc.) are not always secure and are subject to monitoring by the Agency. This should be kept in mind if team members need to store private information, or need to have a private conversation. Team members should also understand that site cameras monitor and record both audio and video for safety and security reasons. Team members should not expect any degree of privacy in connection with their use of or exposure to COMMUNITY ACTION communications systems even if a password is used. The Agency reserves the right to override any individual password and

access all information stored on Agency property. All voice-mail, e-mail, text messaging, Instant Messaging, and Internet access systems and the information, content, or images transmitted by, received from, or stored in these systems, including copies in any form, are the property of COMMUNITY ACTION.

All software provided by COMMUNITY ACTION is to be used for business purposes and shall not be altered in any way. Team members are prohibited from adding software or applications (including screen-savers) that interfere with the business of COMMUNITY ACTION or are inconsistent with COMMUNITY ACTION policies. Team members should treat e-mail as means of formal written business communication. When corresponding by e-mail, team members should consider content, accuracy, spelling, grammar, and potential liability. COMMUNITY ACTION may not archive e-mail and may automatically destroy e-mail on a regular basis.

Unless specifically authorized by law, COMMUNITY ACTION's computers, e-mail, phones, cellular phones, and Internet systems may not be used to solicit or proselytize for personal reasons. COMMUNITY ACTION computers, e-mail, landline, cellular, smart phones, and Internet systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, or proprietary financial information without prior authorization.

COMMUNITY ACTION computers, e-mail and Internet access systems may not be used to access, create, display, or send any messages, images, and content that would violate the Agency's policies against harassment and/or violence. Such content could include: sexual comments, jokes, or images; racial slurs; or any comments, jokes, or images that would offend someone on the basis of his or her age, disability, gender, race, religion, national origin, physical attributes, sexual orientation, or any other classification protected by federal, state, or local law. Team members have a responsibility to notify a supervisor of receipt of any message, image, or content received via COMMUNITY ACTION e-mail or Internet access system that violates this policy.

Team members will not use a password, access a file, or retrieve stored communications unless authorized to do so. The use of a password or code does not restrict COMMUNITY ACTION's right to access electronic communications. All individual passwords to Agency communications systems and equipment must be provided to COMMUNITY ACTION, as necessary, so that all accounts and devices can be accessed. No password or encryption may be used on Agency communications systems or equipment that is unknown to COMMUNITY ACTION. Team members agree to notify COMMUNITY ACTION if they discover a violation of this policy.

Team members agree to only access messages, files, or programs, whether computerized or not, that they have permission to access or use. Unauthorized access, review, duplication, dissemination, removal, damage or alteration of files, passwords, computer systems or programs, voicemail messages, text messages, instant messages, or other property of COMMUNITY ACTION, or improper use of information obtained by unauthorized means, may be grounds for corrective action, including termination.

I HAVE READ AND AGREE TO THE COMMUNITY ACTION AGENCY DISCRIMINATION, HARASSMENT, CONFIDENTIALITY, COMMUNICATION and COMPUTER USE POLICY.

Printed Name

Date_____

Signature_____