

## **Heroes' Café Harassment Policy**

### **Harassment**

Heroes' Cafe recognizes its legal responsibilities under state and federal law and is committed to provide a working environment that is free from all types of discrimination, including harassment on the basis of sex, race, color, religion, national origin, marital status, age or disability.

Harassment is defined as written, verbal, visual, or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her sex, race, color, religion, national origin, marital status, age or disability, or that of his or her relatives, friends, or associates including disparaging remarks made on social media and that:

1. Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
2. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. Otherwise adversely affects an individual's volunteer/employment opportunities.

Sexual harassment may also include unwelcome conduct to which:

1. submission is a stated or implied term or condition of the volunteer members' position;  
or
2. submission or rejection is a factor in a work-related decision; or
3. submission to stalking behavior is observed.

Any board member, volunteer, or guest who has been found, after appropriate investigation, to have harassed another of those mentioned previously will be subject to warning and/or disciplinary action and/or discharge. Retaliation against any person who makes or is a witness in a harassment complaint is prohibited and will result in appropriate discipline. To knowingly report false allegations of harassment is prohibited. Any of the above found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The Executive Director is directed to develop procedures that provide for receiving and investigating a complaint from any board member, volunteer, or guest who alleges that he/she has been subjected to harassment. The Board shall be advised of all formal complaints that are filed with the Executive Director.

Legal References:        Sec 703, Title VII of the Civil Rights Act of 1964  
                                  29CFR 1604.11  
                                  RCW 49.60        Law Against Discrimination

### **Procedure for Reporting Harassment**

Any board member, volunteer, or guest may make an informal report of harassment to the Executive Director or any board member. As a result of this informal conference, Heroes' Cafe will begin action to resolve the alleged harassment on an informal basis, unless it is decided that the alleged complaint is of such a serious nature that Heroes' Cafe pursues it in a formal manner. If a board member, volunteer, or

guest wishes to file a formal complaint of harassment instead of or in addition to an informal complaint, the grievance procedures incorporated in the Heroes' Cafe Policies and Procedures will be followed, but under no circumstances must board member, volunteer, or guest report their complaints to the persons alleged to have harassed them.

Heroes' Cafe will protect the rights of all persons involved in the grievance process including persons against whom the grievance has been filed, witnesses and individuals who register harassment complaints. Personnel involved in the resolution process shall not suffer restraint, interference, discrimination, coercion or reprisal on account of participation in the complaint procedure.