



FOOD
CLOTHING
MEDICAL
services
LEGAL
services
SOCIAL
services
ADVOCACY
DIGNITY
RESPECT
SERVICE
JUSTICE

Bread for the City Anti-Harassment Policy

Discriminatory Harassment

It is a violation of federal and/or state law to harass anyone at work because of their race, color, age, religion, sex, disability, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, place of business or residence, pregnancy, child birth, or related conditions.

If you believe that you have been subject to discriminatory harassment by a co-worker, supervisor, volunteer, client or vendor, or by anyone else during the course of your employment, please report your concerns immediately to your Supervisor, Program Director or HR Manager. Retaliation against an employee by any person under Bread for the City's control for opposing such harassment, for filing a bona fide complaint of discriminatory harassment or for providing information in good faith regarding another employee's complaint will not be tolerated.

Once a complaint of discriminatory harassment has been filed, an investigation will be conducted. The nature and extent of the investigation will depend upon the complaint. The intent is to obtain further information about the events/conduct complained of, to enable the person(s) named in the complaint to tell their side of the story, to determine whether discriminatory harassment has in fact occurred, and to develop an appropriate resolution. You may be asked to put your complaint in writing, or the person with whom you discuss your complaint might take notes and ask you to sign them. All employees are expected to cooperate with any Bread for the City sponsored investigation of a complaint of discriminatory harassment.

Any employee who is determined to have committed discriminatory harassment or retaliation or who fails to cooperate with an Bread for the City sponsored investigation of discriminatory harassment or retaliation will be subject to disciplinary action, up to and including termination.

Sexual Harassment

Sexual harassment is a form of discriminatory harassment and will be treated in accordance with the discriminatory harassment policy outlined above. However, because it is the subject of a great deal of controversy and misunderstanding, we have chosen to define it in more detail.

SOUTHEAST CENTER

1640 Good Hope Road, SE
Washington, DC 20020
phone: 202.561.8587
fax: 202.587.0537

NORTHWEST CENTER

1525 Seventh Street, NW
Washington, DC 20001
phone: 202.265.2400
fax: 202.518.0545

www.breadforthecity.org
info@breadforthecity.org
UW# 8219 CFC# 61733

Sexual harassment is unwelcome conduct of a sexual nature when:

- (a) Submission to such conduct is made (explicitly or implicitly) a term or condition of the individual's employment;
- (b) Submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual; or
- (c) The conduct has the purpose or effect of unreasonably interfering with the individual's job performance or creating an intimidating, hostile, or offensive working environment.

Examples of some of the kinds of conduct that violate our Sexual Harassment policy include:

- 1. Sexual assaults, and attempts or threats to commit these assaults;
- 2. Unwanted intentional contact of a sexual or suggestive nature, such as touching, pinching, patting, grabbing, kissing, brushing against or poking a person's body;
- 3. Unwanted sexual advances, propositions or comments, including sexual oriented gestures, jokes or comments about a person's sexuality or sexual experience;
- 4. Preferential treatments or the promise of preferential treatment to an employee for engaging in sexual conduct;
- 5. Displaying or publicizing pictures, posters, reading materials, calendars, objects, etc. that are sexually suggestive, sexually demeaning or pornographic; and
- 6. Disciplining or retaliating against an employee in any way because he or she has resisted, reported or complained about sexual harassment.

If you feel that you have been sexually harassed during the course of your employment, or if you believe you have witnessed another employee being sexually harassed, report concerns immediately, as described above in the "Discriminatory Harassment" section.

Print Name _____

Signature _____

Date _____