

NONDISCRIMINATION POLICY & PROCEDURES

SIX POINTS EVALUATION AND TRAINING, INC. (Six Points)

Adopted by the Board of Directors on

09/24/2019

(Original effective date: February 22, 2011; revised March 26, 2013)

POLICY

It is the policy of Six Points to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, gender identity or expression, age, national origin (ancestry), citizenship, disability, marital status, sexual orientation, genetic information (including family medical history), or any other characteristic protected by law. Six Points prohibits any such discrimination or harassment in any of its activities or operations.

Discrimination

These activities include, but are not limited to the following.

- Hiring and firing of staff
- Selection of volunteers and vendors
- Independent contractors
- Provision of services.

Operations include, but are not limited to the following.

- Selection of Clients
- Services provided to Clients
- Providing of goods and services to Thrift Store customers.

Six Points recognizes the benefits that come from diversity in its workforce and programming and affirms that employee recruitment, appointment, assignment, training, compensation, and promotion shall occur solely on the basis of merit.

Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, sexual harassment is defined as in the Equal Employment Opportunity Commission (EEOC) Guidelines as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when for example:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Prohibited sexual harassment includes, but is not limited to the following.

- Written forms such as cartoons, email, posters, drawings, or photographs
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes
- Physical conduct such as inappropriate touching, assault, or blocking an individual's movements.

These policies apply to all applicants, employees, and Clients. Conduct prohibited by these policies is illegal and will not be tolerated in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

PROCEDURES

It is the responsibility of the Executive Director, Department Managers, all other staff, volunteers, and the Six Points Board of Directors to ensure that Six Points complies with all state and federal legislation pertaining to nondiscrimination and equal employment opportunities.

In the instance where there are two or more qualified candidates for an opening at Six Points, full consideration will be given to any underrepresented segments of the overall staff population at Six Points.

Reporting

Six Points encourages reporting of all perceived incidents of discrimination or harassment or witnessed incidents of discrimination or harassment regardless of the purported offender's identity or position.

All Six Points employees, volunteers, and Clients have the right to raise the issue of sexual harassment without reprisal. It is strongly recommended that employees who believe they have been a victim of sexual harassment first advise the alleged harasser that the conduct is unwelcome, undesirable, or offensive. If such employee elects not to confront the alleged harasser, or if the conduct persists after an objection, said employee shall immediately inform their immediate Manager, the Executive Director, or the next level of authority (such as the Board, Department Of Regulatory Agencies (DORA), EEOC, Legal Counsel). Likewise, if you witness the sexual harassment of a fellow employee, you should immediately inform your immediate Manager, the Executive Director, or the next level of authority. Employees are also entitled to file a complaint with the EEOC or consult with an attorney.

Use of the Discrimination, Harassment, Retaliation Complaint Form is preferred but not required in order to submit a complaint. Employees, volunteers, and Clients will not be punished or retaliated against for reporting discrimination, participating in a discrimination investigation or lawsuit, or opposing discrimination.

Anonymous Reporting

Anonymous reporting happens when you do not disclose your name or the identities of the other parties involved, nor request any action. Depending on what information is shared, action by Six Points may be limited. The confidentiality of employees, volunteers, or Clients who report discrimination or participate in a discrimination investigation will be maintained to the greatest possible extent. The immediate Manager, the Executive Director, or the next level of authority will determine appropriate next steps as required by relevant laws and policies.

Investigation and Action

The Executive Director and Manager will promptly, thoroughly, and impartially investigate all complaints. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

The Executive Director and Manager will provide prompt and effective corrective measures and will take preventative action where necessary. Consequences of violating this policy may include referral for training, referral for counseling, written or verbal reprimand, suspension, reassignment, demotion, or termination of employment.

Referral to another authority for review for possible violation of State and Federal statutes may also be appropriate.