



## **I. EEO STATEMENT AND NON-HARRASSMENT POLICY**

### **1. FAIR EMPLOYMENT PRACTICES**


As an advocacy agency, we are strongly committed to equal opportunity and to nondiscrimination in all aspects, terms and conditions of employment. This prohibition against discrimination applies to applicants for employment, staff members and clients. The agency will not tolerate discrimination against any person, regardless of race, color, religion, sex, age, perceived or actual sexual orientation, gender identity or gender expression, marital status, national origin, or disability. We will consciously promote diversity and multi-culturalism within the agency.


Our agency is committed to the principals of Equal Employment Opportunity and to making employment decision based on merit and value. We are committed to complying with all Federal, State, and local laws providing Equal Employment Opportunities, as well as all other laws related to the terms and conditions of employment.

### **2. SEXUAL ORIENTATION AND GENDER IDENTITY NON-DISCRIMINATION POLICY**

Recognizing that prejudice, discrimination, and stereotyping are prevalent through society and dedicated to the creation of a safe, secure space for our employees and those seeking services with us, it shall be the policy of the Agency to maintain and promote a facility that provides the highest quality of services to survivors of sexual and domestic violence regardless of their actual or perceived sexual orientation or gender identity. LGBTQ identified survivors receiving services at Arise shall receive fair and equal treatment, without bias, and shall be treated in a professional manner.

Employees, volunteers, and other individuals involved in providing services to LGBTQ identified survivors shall not discriminate against or harass any employees or survivor in their care and shall immediately report any evidence of discrimination, physical or sexual harassment, and verbal harassment of any such identified persons to their supervisor. Individuals who feel they have been subject to discrimination or harassment should report this occurrence to the Executive Director.





The agency will take all reasonable steps within its control to meet the diverse needs of all employees and survivors seeking services and provide an environment in which all individuals are treated with respect and dignity, regardless of sexual orientation, gender identity, or gender expression.

### **3. TRANSGENDER IDENTIFICATION POLICY**

Arise recognizes that transgender employees may face additional challenges in the workplace. Affirming our commitment to an inclusive environment, embracing of the diversity of our staff, the agency seeks to ensure that employees who are currently transitioning or who have already undergone gender transitions are treated in an equal and respectful manner. Transgender employees are encouraged to dress consistently with their gender identity and should be addressed with the pronouns relevant to the gender with which they identify.


Additionally, as the agency respects all employees' right to privacy, transgender employees shall not be subject to unwanted questions regarding their status, medical history, or sexual orientation.

As part of its commitment to provide services to those in need without discrimination or harassment, the agency promotes an environment that is accepting and encouraging to transgender service users. Service users identifying as transgender shall receive support and accommodation from our agency in determining their needs.

Pronouns used and clothing provided shall reflect the gender with which the employee or survivor identifies, and confidentiality shall be respected in regard to disclosures concerning transgender status, medical history or sexual orientation.

### **4. GENDER IDENTIFICATION AND SEXUAL ORIENTATION CONFIDENTIALITY AND NON-DISCLOSURE POLICY**

Arise seeks to provide a supportive environment for LGBTQ employees and service users by treating with respect those persons who are open about their sexual orientation or gender identity. The agency also recognizes that some people might not wish to share this information with fellow employees, service users, or others involved in the organization and is equally dedicated to respecting the confidentiality of those persons. Employees, volunteers, and other individuals involved in the operation of the agency will never reveal sensitive information about an individual's sexual orientation or gender identity without that person's express



written consent. Those in violation of this policy will be subject to disciplinary action.

## **5. SEXUAL AND PROTECTED CLASS HARASSMENT**

The agency recognizes that sexual harassment and harassment based on an individual's protected status (race, age, religion, disability, and sexual orientation) is a significant problem in the workplace and in society generally. We have an obligation to aggressively address sexual and other harassment issues within the agency. Sexual, racial, ethnic and other forms of harassment of, or by, employees, vendors, visitors, volunteers and clients are forbidden by law and will not be tolerated by our agency under any circumstances.

Sexual harassment is a form of sex discrimination.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal and/or physical conduct of a sexual nature when:

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

Protected class harassment follows a similar pattern without the sexual undertones. Employment, terms of work and work conditions, client services, volunteer services will be free of harassment and discrimination. The agency will also not tolerate harassing or discriminating behaviors or actions of contractors, visitors or vendors directed to its staff, clients, and/or volunteers.

Claims of harassment and discrimination follow an expedited process with direct, immediate, confidential access to the Executive Director. If the claims of harassment or discrimination are supported after careful investigation, discipline measures will be taken and may include, but not limited to, reprimand, suspension, demotion, transfer and termination.

Arise prohibits retaliation against any employee who brings forth any complaint or assists in the investigation of any complaint. Any employee who believes he or she has been subject to unlawful discrimination, harassment or retaliation may also raise his or her concerns to the Equal Employment Opportunity Commission or State Fair Employment Office.

## **6. DISABILITY ACCOMMODATION**

In accordance with Americans with Disabilities Act and related state laws and regulations, it is the company's policy to select and retain the best-qualified applicant for each available job. An applicant's or employee's disability will not remove the applicant from consideration or the current employee from his/her/their job if the applicant or employee is otherwise qualified and is able to perform the essential functions of the job with or without reasonable accommodation. Similarly, service recipient disability will not create any barriers to service whereas the service can be reasonably provided.

Qualified applicants or employees and service recipients who inform the company that they have a physical or mental disability, which is protected by the Americans with Disabilities Act or state law, will be given reasonable accommodation unless such accommodation will result in undue hardship. A reasonable accommodation is defined as any modification or adjustment to a job, employment practice, the work environment, or victim service, which will make it possible for an individual with a disability to enjoy an equal employment opportunity or access to services. In addition, the agency will ensure that both the application process (for potential employees) and the intake process (for potential service recipients) reasonably accommodates applicants who may have a protected disability.

Procedure for Reasonable Accommodation Requests for Employees:

- Employee advises supervisor of the need for accommodation. Employee completes a Disability Accommodation Request form and gives it to his/her/they supervisor.
- Supervisors must submit a request for an accommodation to the Executive Director on behalf of job applicants or current employees who are otherwise qualified but require an accommodation.
- Employee may be required to have a health care provider supply a Disability Certification form.
- The Agency staff and employee engage in an interactive dialogue regarding disability accommodation. If an appropriate accommodation

is readily available, the request will be approved, and the accommodation implemented.


- If an accommodation is not readily available, the Executive Director will consult with disability specialists, agencies, or support groups for further information.
- If a reasonable accommodation is eventually identified, the agency staff will provide a written implementation plan containing the agreed upon accommodation, who is responsible for its implementation, time-frame for its implementation and the agreement of the staff member and management staff.

Procedure for Reasonable Accommodation Requests for Service Recipients:

- Service recipient advises staff member or volunteer of the need for accommodation. The staff member or volunteer assists the service recipient in completing a Disability Accommodation Request form and gives it to his/her/their supervisor.
- Supervisors must submit a request for an accommodation to the Executive Director on behalf of service recipients who require an accommodation.
- The Executive Director will review the request and if an appropriate accommodation is readily available, the request will be approved, and the accommodation will be implemented.
- If an accommodation is not readily available, the Executive Director will consult with disability specialists, agencies, or support groups to gather more information.
- If a reasonable accommodation is eventually identified, the Executive Director will provide a written implementation plan containing the agreed upon accommodation, who is responsible for its implementation, timeframe for its implementation and the agreement of the service recipient and the agency.

## **7. DISCRIMINATION GRIEVANCE PROCEDURES**


It is the policy of Arise not to discriminate on the basis of race, color, religion, sex, age, perceived or actual sexual orientation, gender identity or gender expression, marital status, national origin, or disability. Arise has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Federal Office for Civil Rights



(OCR). This policy covers all acts prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of the Executive Director, who has been designated to coordinate the efforts of Arise to comply with Section 504.

Any person who believes she/he/they has been subjected to discrimination on the basis of race, color, religion, sex, age, perceived or actual sexual orientation, gender identity or gender expression, marital status, national origin, or disability may file a grievance under this procedure. It is against the law for Arise to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure:

- Grievances must be submitted within 30 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
  - A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
  - The Executive Director (or her/his/their designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Executive Director will maintain the files and records of Arise relating to such grievances.
  - The Executive Director will issue a written decision on the grievance no later than 30 days after its filing.
  - The person filing the grievance may appeal the decision of the Executive Director by writing to the Arise Board of Directors within 15 days of receiving the Executive Director's decision. The Board of Directors shall issue a written decision in response to the appeal no later than 30 days after its filing.
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- If the grievance is against the Executive Director, the complaint may be sent directly to the Arise Board of Directors for investigation. The Board President will conduct an investigation and issue a written decision on the grievance no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of race, color, religion, sex, age, perceived or actual sexual orientation, gender identity or gender expression, marital status, national origin, or disability with the U. S. Department of Health and Human Services, Office for Civil Rights.

Arise staff will assist the complainant in accessing any and all information about applicable laws, complaint forms, and the investigative process from the Office of Civil Rights. Arise will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Executive Director will be responsible for such arrangements.