



## **POLICY AGAINST HARASSMENT**

New Haven Youth and Family Services, Inc. (a.k.a. New Haven) is committed to providing a work environment that is free of unlawful harassment. In furtherance of this commitment, New Haven strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of race, religion, color, sex, gender identity, sexual orientation, national origin, ancestry, citizenship status, uniform service member status, marital status, pregnancy, age, protected medical condition, disability or any other category protected by applicable state or federal law.

New Haven's policy against harassment applies to all employees of the Company, including supervisors and managers. New Haven prohibits managers, supervisors and employees from harassing co-workers as well as the New Haven's customers (residents, parents, county partners, etc.), vendors, suppliers, independent contractors and others doing business with New Haven or New Haven's affiliated entities. In addition, New Haven prohibits its customers, vendors, suppliers, independent contractors and others doing business with the Company from harassing our employees.

Violation of this policy will subject an employee to disciplinary action, up to and including immediate termination. Additionally, under California law, employees may be held personally liable for harassing conduct that violates the California Fair Employment and Housing Act.

Examples of Prohibited Sexual Harassment: Sexual harassment includes a broad spectrum of conduct including harassment based on gender, transgender and sexual orientation (meaning one's heterosexuality, homosexuality, or bisexuality). By way of illustration only, and not limitation, some examples of unlawful and unacceptable behavior include:

- unwanted sexual advances;
- offering an employment benefit (such as a raise or promotion or assistance with one's career) in exchange for sexual favors, or threatening an employment detriment (such as termination, demotion, or disciplinary action) for an employee's failure to engage in sexual activity;
- visual conduct, such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
- verbal sexual advances, propositions, requests or comments;
- verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations;

- physical conduct, such as touching, assault, impeding or blocking movement;
- physical or verbal abuse concerning an individual's actual sex or the actor's perception of the individual's sex; and
- verbal abuse concerning a person's characteristics such as vocal pitch, facial hair or the size or shape of a person's body, including remarks that a male is too feminine or a woman is too masculine.

Examples of What Constitutes Prohibited Harassment: In addition to the above listed conduct, New Haven strictly prohibits harassment concerning race, color, religion, national origin, age or other protected characteristic. By way of illustration only, and not limitation, prohibited harassment concerning race, color, religion, national origin, age or other protected characteristic includes:

- slurs, epithets, and any other offensive remarks;
- jokes, whether written, verbal, or electronic;
- threats, intimidation, and other menacing behavior;
- other verbal, graphic, or physical conduct; and
- other conduct predicated upon one or more of the protected categories identified in this policy.

If you have any questions about what constitutes harassing behavior, ask your supervisor or another member of management.

Harassment of our **customers/clients**, or employees of our **customers/clients**, vendors, suppliers or independent contractors by our employees is also strictly prohibited. Such harassment includes the types of behavior specified in this policy, including sexual advances, verbal or physical conduct of a sexual nature, sexual comments and gender-based insults. Any such harassment will subject an employee to disciplinary action, up to and including immediate termination.

## **What Should You Do If You Feel You Are or Have Been Harassed**

If you feel that you are being harassed by another employee, supervisor, manager or third party doing business with New Haven, you should immediately contact **the Human Resources Department at 760-630-4035 and/or to your Department Director**. In addition, if you observe harassment by another employee, supervisor, manager or non-employee, please report the incident immediately to **the Human Resources Department and/or to any Department Director**. Appropriate action will also be taken in response to violation of this policy by any non-employee.



Your notification of the problem is essential to us. We cannot help resolve a harassment problem unless we know about it. Therefore, it is your responsibility to bring your concerns and/or problems to our attention so that we can take whatever steps are necessary to address the situation. New Haven takes all complaints of unlawful harassment seriously and will not penalize you or retaliate against you in any way for reporting a harassment problem in good faith.

All complaints of unlawful harassment which are reported to management will be investigated as promptly as possible and corrective action will be taken where warranted. New Haven prohibits employees from hindering internal investigations and the internal complaint procedure. All complaints of unlawful harassment which are reported to management will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation.

### **PERSONAL APPEARANCE & BEHAVIOR**

In addition to our Policy Against Harassment, **New Haven** maintains a Personal Appearance and Behavior policy. This policy is directed toward conduct which may not otherwise fall within the legal definition of harassment, but nonetheless projects image problems for New Haven.

We expect all employees to use good judgment in choosing dress and appearance and to present a neat, well-groomed appearance and a courteous disposition. We feel that these qualities go further than any other factor in making a favorable impression on the public and your fellow workers.

Employees should dress and present themselves in a business-like manner that reflects professional standards. Flashy, skimpy, tight-fitting, revealing, offensive and other non-business-like clothing are unacceptable. Employees who report to work in unacceptable attire may be requested to leave work and return in acceptable attire. Such time away from work will generally be without pay.

Employees are also expected to behave and conduct themselves in a professional manner at all times in the workplace. Unprofessional behavior in the workplace, such as inappropriate comments, jokes, gestures, printed materials, sexually related conversations, inappropriate touching of another employee (such as but not limited to kissing, hugging, massaging, sitting on laps), and any other behavior of a sexual nature is prohibited. Employees who fail to observe these standards will be subject to disciplinary action, up to and including termination.

Employees are expected to observe the New Haven's personal appearance and behavior policy at all times while at work.

**MANAGER ACKNOWLEDGMENT OF  
RECEIPT OF POLICY AGAINST HARASSMENT  
AND PERSONAL APPEARANCE AND BEHAVIOR POLICY**

As a management employee of **New Haven Youth and Family Services, Inc.** I acknowledge receipt of the attached copy of the New Haven's Policy Against Harassment and Personal Appearance and Behavior Policy. I understand that I may be held personally liable and responsible for acts of harassment that I commit, condone, tolerate or fail to investigate. Therefore, if I know of or have reason to know of any act of harassment or the existence of a hostile, intimidating or offensive work environment in the workplace and I fail to report it to higher management and/or fail to take immediate and appropriate corrective action, both New Haven and I can be placed in serious jeopardy.

I understand that because I am a member of management I may not date, engage in any sexual activity with, or make sexual advances, welcome or unwelcome, toward any subordinate employee. I also understand that I am strictly prohibited from offering an employment benefit (such as a raise or promotion or assistance with one's career) in exchange for sexual favors or threatening an employment detriment (such as termination, demotion, or disciplinary action) for an employee's failure to engage in sexual activity.

I agree that I will immediately report any act, allegation or rumor of harassment to **the Human Resources Department or to any Department Director.** I understand and agree that I will cooperate completely in the investigation of any claims of harassment, and that I am not to penalize any person for making a complaint of harassment.

Finally, I understand that if I violate any aspect of this policy, I will be subject to immediate termination and that I can additionally be sued and held personally liable for my acts or omissions.

PRINT FULL NAME: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_