

# Treatment of People

# Policy 1511

*Revised: January 31, 2021*

## Purpose

BRPC is committed to treating all people with respect and to ensuring an environment that is safe and welcoming to all.

## Definitions

See Definitions & Abbreviations

## Non-Discrimination

It is the policy of **BRPC** to provide services and to recruit, manage and develop **Team Members** without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, marital status, national origin, citizenship, veteran status, ancestry, age, physical or mental disability, medical condition, genetic characteristic, or any other consideration made unlawful by applicable laws. Such discrimination is not tolerated or condoned in the workplace.

## Harassment

**Harassment** of **Team Members**, visitors, or clients in any form is strictly prohibited by **BRPC**. Anyone violating this policy is subject to immediate eviction, dismissal, or termination.

**Sexual harassment** is defined by the regulations of the Fair Employment and Housing Commission as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. Sexual harassment includes gender harassment and harassment based on pregnancy, childbirth, or related medical conditions, and includes sexual harassment of someone of the same gender as the harasser. This includes, but is not limited to, the following types of offensive behavior:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct, including leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters;
- Verbal conduct, including making or using derogatory comments, epithets, slurs, and jokes;
- Verbal sexual advances or propositions;
- 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, including touching, assault, impeding or blocking movements.

Racial, ethnic, and other forms of prohibited harassment include, but are not limited to:

- Visual conduct, including displaying of derogatory objects or pictures, cartoons, or posters;
- Verbal conduct, including making or using derogatory comments, epithets, slurs, and jokes;

*BRPC encourages Team Members to bring any incidents of harassment to the immediate attention of the Executive Director.*

## Sexual Conduct / Intimate Relationships

### Clients

It is the policy of **BRPC** that no **Team Member** shall engage in sexual activity with any **BRPC** client with whom such a person has a direct ongoing organizational relationship. This applies regardless of age. Sexual conduct is defined here as any oral, anal, genital, or body contact which, no matter how subtle, would be understood as sexual by a reasonable objective outsider.

**Team Members** are also prohibited from engaging in sexual activities with clients' relatives or other individuals with whom clients maintain a close personal relationship when there is a risk of exploitation or potential harm to the client. Sexual activity or sexual contact with clients' relatives or other individuals with whom clients maintain a personal relationship has the potential to be harmful to the client and may make it difficult for the **Team Member** and the client to maintain appropriate boundaries.

## Subordinates

**BRPC** encourages friendly relations between **Team Members**. However, it is important to remain aware of appropriate professional boundaries. **BRPC** discourages relationships of a romantic or sexual nature between supervisors and those they supervise. Any questions of conflict of interest, discrimination, or harassment may be grounds for immediate dismissal.

## Reporting & Responding

**BRPC** will take all reasonable steps to prevent harassment and unlawful discrimination from occurring and will take immediate and appropriate action when **BRPC** knows that unlawful harassment has occurred. **Team Members** are expected to follow the same policies and procedures as employees regarding discrimination and unlawful harassment complaints. **BRPC** considers any harassing conduct to be a major offense which can result in disciplinary action for the offender, up to and including discharge.

- Complaints and concerns should be reported to the **Director of Volunteer Programs**, the appropriate **Program Director**, or to the **Executive Director** and recorded using an Incident Report.
- Anyone making a complaint will not be harassed or retaliated against for filing a complaint.
- The matter will be immediately and thoroughly investigated, and confidentiality will be maintained to the extent possible.
- After reviewing the evidence, a determination will be made concerning whether reasonable grounds exist to believe that a violation has occurred.
- Employees and **Team Members** are obligated to cooperate fully with investigations.

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*If you have been harassed by a co-**Team Members**, supervisor, agent, vendor, or community member, or if you believe that another **employee** has been harassed, you have a duty to promptly report the facts of the incident or incidents, and names of the individuals involved to \_\_\_\_\_.*

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**BRPC** will take action to deter any future harassment. the persons involved will be advised of the disciplinary determination/s and results of the investigation if appropriate. In addition, disciplinary action will be taken against any employee who attempts to discourage or prevent another employee from bringing harassment to the attention of management.

**BRPC** wants to assure all its employees that measures will be undertaken to protect those who complain about harassment from any further acts of harassment, coercion, or intimidation, and from retaliation due to their reporting an incident or participating in an investigation or proceeding concerning the alleged harassment.

Responsibility for ensuring compliance with, and continued implementation of, this policy rests with the **Executive Director**. The **Executive Director** will assure that all client participants, **Team Members**, and any other service providers associated with **BRPC** share in this responsibility to maintain an environment free from sexual harassment.