**TCP’s Anti-Harassment Policy**

The Community Partnership for the Prevention of Homelessness

Anti-Harassment Policy

**Vendors or Contractors**

All Employees who work (or want to work) for The Community Partnership (TCP) and all TCP clients are entitled to be treated with respect and dignity. TCP is committed to providing an environment for all Employees and Clients that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers. TCP’s commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are unlawful. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events. To reinforce this commitment, TCP has developed a reporting procedure for Employees who believe that they have been subjected to or witnessed harassment.

Likewise, TCP’s independent contractors shall conduct themselves in a manner consistent with this policy.

TCP’s policy against harassment covers Employees and other individuals who have a relationship with TCP that enables TCP to exercise some control over the individual’s conduct in places and activities that relate to TCP’s work (e.g. directors, officers, contractors, vendors, volunteers, etc.).

TCP will actively investigate any and all allegations of harassment, elevate the conduct and the context of the behavior, and take immediate and appropriate action.

1. **Sexual Harassment**

Prohibition of Sexual Harassment: TCP’s policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when:

1. Submission to such conduct is made an express or implicit condition of employment;
2. Submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or
3. Such conduct has the purpose or effect of unreasonably interfering with an Employee’s work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances that would constitute sexual harassment, the following are some examples:

1. Unwelcome sexual advances -- whether they involve physical touching or not;
2. Requests for sexual favors in exchange for actual or promised job benefits such as, favorable reviews, salary increases, promotions, increased benefits, or continued employment;
3. Coerced sexual acts;
4. Use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life;
5. Sexually oriented comment on an individual’s body, comment about an individual’s sexual activity, deficiencies, or prowess;
6. Displaying sexually suggestive objects, pictures, cartoons;
7. Unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner;
8. Sexual gestures or sexually suggestive comments;
9. Inquiries into one’s sexual experiences; or
10. Discussion of one’s sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make

co-workers uncomfortable. Accordingly, such behavior is strictly prohibited and may result in disciplinary action regardless of whether it is unlawful.

It is also unlawful and expressly against TCP’s policy to retaliate against an Employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

1. **Discriminatory Harassment**

Harassment is verbal or physical conduct designed to threaten, intimidate, or coerce. It is against TCP’s policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of any characteristics protected by applicable law, including, race, color, sex, gender, religion, sexual orientation, age, national origin, disability, pregnancy status, genetic information, or other protected category (or that of the individual’s relatives, friends, or associates) that:

1. Has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment;
2. Has the purpose or effect of unreasonably interfering with an individual’s work performance; or
3. Otherwise adversely affects an individual’s employment opportunities. Depending on the circumstances, the following conduct may constitute discriminatory harassment:
4. Verbal: epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and
5. Non-verbal: written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in TCP’s premises such as on an Employee’s desk or workspace or on TCP’s equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above. Compliance with this policy is a condition of each Employee’s employment. If an Employee feels they have been harassed, or has knowledge or a good faith suspicion that harassment has taken place, they should immediately notify their Supervisor or manager or TCP’s Administrative Associate. Supervisors or managers who are advised of a problem or incident that may violate this policy shall immediately advise the Administrative Associate of the situation so that TCP can take immediate and appropriate actions to address the situation.

Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the Administrative Associate. All harassment policies are applicable to vendors, contractors, and clients of TCP, as well as staff.

1. **Consensual Sexual or Romantic Relationships**

There are special risks in any sexual or romantic relationship between individuals in inherently unequal positions. In the interest of maintaining high standards of professional conduct, and of avoiding behavior that could interfere or could easily be construed to interfere with the discharge of an Employee’s responsibilities, TCP prohibits sexual or romantic relationships between any supervisor and a subordinate, even when the parties have consented to enter into such a relationship.

Likewise, TCP prohibits its independent contractors (and or their employees) from engaging in any sexual or romantic relationship with any of its clients.

Any TCP supervisor involved with a subordinate in violation of this policy will be held accountable and may be subject to discipline, up to and including termination.

* 1. Exclusions:

1. Relationships between individuals married to each other or in a same sex domestic partnership are exempt from this policy.
2. This policy does not apply to a supervisor and an Employee who is not a subordinate.

**Any independent contractor found to have violated this policy will be subject to the breach provisions of its contract/agreement.**

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