

Unite and Conquer Harassment Policy

- No employee or resident shall harass, through conduct, words or action, another employee, resident, or other person based on that person's race, creed, color, sex, age, religion, national origin, handicap, disability or sexual orientation.
- Harassment of this nature is typically verbal or non-verbal and is offensive or objectionable to the recipient, or which interferes with the recipient's work performance. It includes innuendoes, slurs, threats, demeaning or disparaging remarks, names and language about a person's race, color, sex, age, religion, national origin, handicap, disability or sexual orientation. Harassment can be made verbally, either subtly or overtly, or as content in letters, notes, faxes, and e-mail, or in the display of pictures, calendars, graffiti, cartoons, or other materials. Harassment of this nature can include any type of physical threats or actions against an employee because of that person's race, creed, color, sex, age, religion, national origin, handicap, disability, or sexual orientation.
- If an employee or resident believes that he/she has been harassed because of their person's race, creed, color, sex, age, religion, national origin, handicap, disability, or sexual orientation, he/she is required to report the alleged incident, within three (3) days after it occurs, in accordance with the procedures specified for reporting incidences of sexual harassment.
- Sexual, racial and other forms of harassment can also involve a third party. Therefore, Unite and Conquer/Ohana Living Homes strives to provide to its employees and residents an environment - free from unlawful discrimination and hostility - as it pertains to the working relationships between employees/residents and persons who do business with Unite and Conquer/Ohana Living Homes such as consumers, contractors, and others doing business with the organization.
- If an employee or resident experiences *unlawful discrimination* or an *unlawful hostile work environment* in dealing with such non-employee doing business with Unite and Conquer/Ohana Living Homes, the employee or resident is required to notify the Executive Office. If the employee reports the harassment to any person other than the Executive Office, that person shall notify the Executive Office. The Executive Office will promptly investigate and appropriately resolve the problem.
- If the non-employee is found to have unlawfully discriminated against the employee or resident, or created an unlawfully hostile work environment, the Executive Office shall resolve the problem by so informing the violator, and ordering him/her to cease and desist the unlawful behavior. Repeated unlawful discrimination or the continuation of creating an unlawful hostile work environment on the part of the non-employee shall result in Unite and Conquer/Ohana Living Homes ceasing to do business with such person or firm.

- All reported incidents of sexual, racial or other forms of harassment will be investigated immediately and as confidentially and objectively as possible. In the event that a complaint is of coerced sexual intercourse, the Executive Office may, at his option and depending upon the circumstances, request that the Sheriff's Office or other law enforcement agency with jurisdiction conduct the investigation.
- If called upon, an employee and/or resident is expected to cooperate during a harassment investigation. If he/she hinders the investigation or fails to cooperate, he/she may be subject to disciplinary action, up to and including discharge.
- If, after investigation, it is established that the employee or resident has been harassed, the employee or resident, who committed the harassment, will be subject to disciplinary action, up to and including discharge for the first offense.