**Meals on Wheels of Long Beach, Inc.**

**NONDISCRIMINATION AND SEXUAL HARASSMENT POLICY**

**Equal Employment Opportunity Commitment:**

Meals on Wheels of Long Beach (MOWLB) is committed to providing equal opportunity to all qualified persons regardless of race, color, citizenship status, national origin, ancestry, gender, pregnancy, sexual orientation, gender identity or expression, genetic information, age, religion, creed, physical or mental disability, marital status, veteran status, political or religious affiliations, or any other characteristic protected by law (“Protected Status”).

**Preventing Sexual Harassment:**

MOWLB is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, MOWLB expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment.

In order to keep this commitment, MOWLB maintains a strict policy prohibiting unlawful harassment of any kind, including sexual harassment and harassment based on an individual’s “Protected Status”. This policy applies to all employer agents and employees, including supervisors and non-supervisory employees, volunteers and to non-employees who engage in unlawful harassment in the workplace.

**Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either:**

1.) Submission to such conduct is made an explicit or implicit term or condition of employment; or

2.) Submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting such individual; or

3.) Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

**Some examples of unlawful harassment are:**

1.) Verbal conduct, such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations or comments.

2.) Displaying derogatory posters, cartoons, drawings or gestures.

3.) Physical conduct, such as assault, blocking normal movement, or interference with work directed at an employee because of the employee’s sex or other protected characteristic.

4.) Threats and demands to submit to sexual requests in order to keep one’s job or avoid some other loss, and offers of job benefits in return for sexual favors.

Retaliation for having reported unlawful harassment.

Any employee or other person who believes he or she has been harassed by a co-worker, supervisor, volunteer or agent of MOWLB or by a non-employee should promptly report the facts of the incident(s) and the names of the individuals involved to his or her supervisor or, in the alternative, to the Executive Director. It is the responsibility of each employee to **immediately** report any violation or suspected violation of this policy to one or more of the individuals identified above. Supervisors should immediately report any incidents of harassment to the Executive Director. Upon receipt of a complaint, MOWLB will undertake a thorough, objective and good faith investigation of the harassment allegations.

If MOWLB determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee or volunteer determined by MOWLB to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination.

Employees will not be retaliated against for filing a complaint and/or assisting in a complaint or investigation process. Further, MOWLB will not tolerate or permit retaliation by supervisors or co-workers against any complainant or anyone assisting in a harassment investigation.

The Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you believe you have been harassed or discriminated against or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency in addition to exhausting the above complaint procedure. The contact information for these agencies is listed in the phone directory.

I acknowledge that I have received and read a copy of the MOWLB Nondiscrimination and Sexual Harassment Policy.

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**Print Name:**

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**Signature: Date:**