



**Jewish
Family
Service**

**Moving Forward
Together**

Harassment

Effective Date: July 1, 2016

OUR PURPOSE:

Jewish Family Service is a client-centered, impact-driven organization working to build a stronger, healthier more resilient San Diego.

Anti-Harassment Policy

JFS is committed to providing a work environment free of harassment, disrespectful or other unprofessional conduct. JFS policy prohibits conduct that is disrespectful or unprofessional as well as harassment based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin or ancestry, physical or mental disability, medical condition, genetic information, marital status, domestic partner status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation.

All such conduct violates JFS policy.

JFS's anti-harassment policy applies to all persons involved in the operation of JFS and prohibits harassment, disrespectful or unprofessional conduct by any staff member of JFS, including supervisors and managers, as well as vendors, clients, volunteers, interns, independent contractors and any other persons. It also prohibits harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited Conduct

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats or demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, or offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law, or by JFS policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by any sexual desire.

Reporting Violations

If you believe that you have been the subject of harassment or other prohibited conduct, bring your complaint to your own or any other JFS supervisor, the Chief Program Officer or the Director of Human Resources of JFS as soon as possible after the incident. You will be asked to provide details of the incident or incidents, names of individuals involved, and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory. Supervisors will refer all complaints involving harassment or other prohibited conduct to the Director of Human Resources, investigative officer or the Chief Program Officer of JFS. JFS will immediately undertake an effective, thorough and objective investigation of the allegations.

If JFS determines that violation of the anti-harassment policy or other prohibited conduct has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any staff member determined by JFS to be responsible for violating the anti-harassment policy

or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. JFS will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, staff, or co-workers.

JFS encourages all staff to report any incidents of harassment or other prohibited conduct forbidden by this policy ***immediately*** so that complaints can be quickly and fairly resolved. You also should be aware that 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 think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. Please refer to the employment postings at your site for more information.