

Captain Planet Foundation Anti-Discrimination and Anti-Harrassment Policy and Reporting Procedure

Prohibition Against Harassment

CPF is committed to providing a workplace free of unlawful discrimination or harassment, which includes harassment based on race, color, religion, sex, national origin, age, sexual orientation, citizenship status, veteran status or disability, or any other factor protected by local, state or federal law. CPF will not tolerate discrimination or harassment of employees by managers, supervisors or co-workers. Similarly, CPF will not tolerate discrimination or harassment of its employees by non-employees with whom Foundation employees have a business, service or professional relationship. Any employee who discriminates against or harasses another employee will be subject to disciplinary action up to and including termination of employment. It is the obligation of all directors, managers, supervisors and employees of CPF to provide a work environment free of discrimination and harassment. As part of this obligation, all employees must report incidents of discrimination or harassment, using the complaint procedure below. Any employee who makes such a complaint or provides information related to such a complaint will be protected against retaliation.

Definition of Harassment

Harassment for purposes of this policy is verbal or physical conduct that is derogatory or that shows hostility toward an individual because of his or her race, color, religion, sex, national origin, age, citizenship status, veteran status or disability, or any other factor protected by local, state or federal law, and that creates an intimidating, hostile or offensive working environment. Harassment may include, but is not limited to, epithets, abusive language, slurs, jokes or other verbal or physical conduct relating to an individual's race, color, religion, sex, national origin, age, sexual orientation or disability. Examples of sexual harassment include, but are not limited to, unwanted sexual advances or touching, graphic sexual depictions, displays in the workplace or while on Foundation business of sexually suggestive objects or pictures, and/or humiliating or offensive comments, jokes or innuendoes. Sexual harassment may also consist of unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature that creates an offensive or hostile working environment. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior which is not welcome, which is personally offensive, and which, therefore, interferes with our work effectiveness.

Complaint Procedure

Any employee who believes he or she is being discriminated against or harassed by a coworker, supervisor, manager or other individual at the workplace (whether employed by CPF or not), or believes his or her employment is being adversely affected by such conduct, must report such concerns, in writing and within one (1) week of the conduct, to Human Resources or the Executive Director.

The complaint should be signed by the person receiving the complaint. The reporting employee should retain a copy of the signed complaint for his/her records. After a complaint of harassment or discrimination is received, a prompt and impartial investigation will be conducted and appropriate disciplinary action (up to and including immediate discharge) will be taken in the event the complaint is found to have merit. All complaints of harassment will be handled in a discreet manner and information will be limited to those personnel with a need to know. Employees who receive complaints or who observe discriminatory or harassing conduct must report them to Human Resources or to the Executive Director. If it is determined discrimination or harassment has occurred, CPF will take prompt and appropriate corrective action.

Prohibition Against Retaliation

CPF will not tolerate retaliation against any employee for cooperating in an investigation or for making a complaint of discrimination or harassment. If you believe you have been retaliated against for reporting discrimination or harassment, or for making such a complaint, or for participating in an investigation related to discrimination or harassment, you should immediately report the retaliatory action to Human Resources.

Please do not assume CPF is aware of your harassment or discrimination. Please bring your complaints and concerns to our attention so that we can resolve them.