



**Elizabethtown Area Communities That Care**  
**Policies on Non-Discrimination and Sexual Harassment**

## **Elizabethtown Area Communities That Care Diversity Statement**

EACTC's vision and mission reflect our fundamental belief that all people belong and deserve fairness, justice, and inclusivity.

In our diversity and we celebrate the visible and invisible qualities that make each person unique, including race, gender, age, sexuality, ability, religion, national origin, gender identity, and other identities.

We commit to aligning our culture and business practices to be a beacon of diversity, equity, inclusion, and belonging for all people.

EACTC will reflect diversity in its organizational governance, volunteer structure, staffing, funding decisions, programs and policies. Through our commitment to diversity, we will strive to be a role model in our community.

\*Adopted by the EACTC Board of Directors on 12/2/2020

## **Elizabethtown Area Communities That Care Sexual Harassment Policy**

Title VII of the Civil Rights Act of 1964 prohibits employment discrimination on the basis of race, color, sex, age, or national origin. The Equal Employment Opportunity Commission (EEOC) issued guidelines affirming its position that sex-related harassment in the workplace is sex discrimination and, as such, is prohibited by Title VII of the 1964 Civil Rights Act.

The employer is committed in all areas to providing a work environment that is free from harassment. Harassment based on an individual's sex, race, ethnicity, national origin, age, religion, and any other legally protected characteristics will not be tolerated. All employees, including supervisors and other management personnel, are expected and required to abide by this policy. No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment.

Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons is targeted towards. Examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays pornographic or sexually explicit pictures, drawings, or caricatures. Use of the employer's computer system for the purpose of viewing, displaying, or disseminating material that is sexual in nature may also constitute harassing behavior.

If an employee feels that he or she has been harassed on the basis of his or her sex, race, national origin, ethnic background, or any other legally protected characteristic they should immediately report the matter to his or her supervisor. If that person is not available, or if the employee feels it would be unproductive to inform that person, the employee should immediately contact the supervisor's superior (such as the EACTC Board President) or an elected officer of the EACTC board. Once the matter has been reported it will be properly investigated and any necessary corrective action will be taken where appropriate. All complaints of unlawful harassment will be handled in as discrete and confidential manner as is possible under the circumstances.

The procedure for reporting incidents of harassing behavior is not intended to impair, replace, or limit the right of any employee to seek a remedy under available state or federal law immediately reported the matter to the appropriate state or federal agency. Any employee engaging in improper harassing behavior will be subject to disciplinary action, including the possible termination of employment.

Any employees commission of acts of sexual harassment retaliation against a sexual harassment complaint will result in appropriate sanctions, up to and including dismissal, against the offending employee, depending upon the nature and severity of the misconduct. A written record of each action taken pursuant to this policy will be placed in the offending employee's personal file the record will reflect the conduct, or alleged conduct, and the warning given or other discipline imposed.

Any employee who makes an allegation of sexual harassment, knowing the allegation to be false, so be subject to appropriate sanctions to and including dismissal.

\*Approved by the EACTC board on April 28,2013