

Hawkeye Area Community Action Program, Inc.	Policy # 500
	Page 1 of 2
Equal Opportunity- Harassment-Discrimination-Retaliation	Effective: April 28, 1983
	Revised: May 25, 2023
APPROVED BY: HACAP Board of Directors	

Policy Statement

HACAP 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 unlawful discriminatory practices, including harassment. Therefore, HACAP expects that all relationships among persons in the office will be business-like and free of bias, prejudice, and harassment.

HACAP has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination, and retaliation. HACAP will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee who has questions or concerns about these policies should talk with the Human Resources Department.

Standard Operating Procedure

Discrimination, harassment or retaliation are prohibited by federal, state, and location laws. This policy addresses discrimination and harassment and retaliation based upon race, creed, color, national origin, citizenship status, religion, age, sex (whether or not of a sexual nature), pregnancy, mental or physical disability, military or veteran status, or any other characteristic protected by law. HACAP prohibits its employees from discriminating against or harassing any other employee, applicant, customer, vendor or visitor. Complaints of discrimination, harassment or retaliation will be taken seriously and should be reported to the Human Resources Department to be investigated appropriately. Corrective action will be taken as warranted by the facts.

Equal Employment Opportunity

It is the policy of HACAP to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law. HACAP prohibits any such discrimination or harassment.

Retaliation

HACAP encourages reporting all perceived incidents of discrimination or harassment. It is the policy of HACAP to promptly and thoroughly investigate such reports. HACAP prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Hawkeye Area Community Action Program, Inc.	Policy # 500
	Page 2 of 2
Equal Opportunity- Harassment-Discrimination-Retaliation	Effective: April 28, 1983
	Revised: May 25, 2023
APPROVED BY: HACAP Board of Directors	

Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, when for example: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: 1) quid pro quo and 2) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching, insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his/her relatives, friends or associates, and that: 1) has the purpose or effect of creating an intimidating, hostile or offensive work environment, 2) has the purpose or effect of unreasonably interfering with an individual's work performance, 3) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), texts, social networking sites or other means.

Process Manager

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.