



Policy Statement

FHBB is committed to a work environment in which all individuals are treated with respect and dignity. FHBB policy prohibits harassment based on sex, race, color, religion, national origin, age, disability, sexual orientation, gender identity, or other classes protected by applicable law. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, FHBB expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment.

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Definition

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 as 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.

Sexual harassment by an employee may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different genders. Depending on the circumstances, these behaviors may include, but are not limited to unwanted sexual advances or requests for sexual favors; verbal abuse of a sexual nature; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through email); and other physical, verbal, or visual conduct of a sexual nature.

Harassment based on any other protected characteristics is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that belittles or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, age national origin, disability, sexual orientation, or any other characteristic protected by law or that of their relatives, friends, or associates.

Regulations

FHBB strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to FHBB policy or who have concerns about such matters should file their complaints with their immediate supervisor. If the supervisor is the subject of the complaint, individuals should file their complaints with the Executive Director. If the Executive Director is the subject of the complaint, individuals should file their complaint with the President of the Board of Directors.

Investigation Process

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have relevant knowledge. Confidentiality will be maintained throughout the investigation process to the extent consistent with adequate investigation and appropriate corrective action.

Responsive Action

Misconduct constituting harassment, discrimination, or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, reassignment, temporary suspension without pay, or termination.

Team Responsibilities

All employees (team members) are responsible for preventing incidents of sexual harassment by such means as affirmatively discussing the subject, expressing strong disapproval, and developing methods of sensitizing other staff and volunteers. Team members who become aware of incidents of possible sexual harassment are required to ensure that the facts are brought to the attention of the Executive Director or the President of the Board of Directors.

Retaliation is Prohibited

FHBB prohibits retaliation against any individual who reports discrimination of harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action up to and including termination.