

Cazadero Community Services District

Anti-Harassment Policy

This District is committed to providing a work environment free of harassment, disrespectful or other unprofessional conduct. The district policy prohibits conduct that is disrespectful, 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 (includes language use and possession of a driver's license issued to person unable to prove their presence in the United States is authorized under federal law), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation.

All such conduct violates company policy.

The District's anti-harassment policy applies to all persons involved in the operation of the District and prohibits harassment, disrespectful or unprofessional conduct by any employee or volunteer of the District, including Directors, supervisors and managers, as well as vendors, independent contractors, customer, volunteers and any other persons. Applicant employees, unpaid interns, volunteers and independent contractors are all protected from harassment.

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, photographs, cartoons, drawing 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 and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and 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 harassing conduct that is prohibited by state and/or federal law, or by District 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 or volunteer because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

If you believe that you have been the subject of harassment or other prohibited conduct, bring your complaint to your own or any other District supervisor, the President of the Board of Directors or any Director 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 Board of Directors of the District. The District will immediately undertake an effective, thorough and objective investigation of the allegations.

If the District determines that harassment or other prohibited conduct has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee or volunteer determined by the District to be responsible for harassment or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. A District representative will advise all parties concerned of the results of the investigation. The District will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees, volunteers or co-workers.

The District encourages all individuals 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. The nearest office is listed in the telephone book or can be found by visiting the agency website at www.dfeh.ca.gov and www.eeoc.gov.

DECLARATION:

I, _____ have read, understand, and acknowledge receipt of the Anti-Harassment policy. I will comply with the guidelines set out in this policy and understand that failure to do so might result in disciplinary action including termination of employment and potential legal action.

_____ Date: _____

Job title: _____