

SIENA FRANCIS HOUSE NON-DISCRIMINATION POLICY

PURPOSE: To establish uniform guidelines in order to promote an environment at Siena Francis House that is free of discrimination and harassment, and to affirm the agency's commitment to equal opportunity.

APPLICABILITY: This policy applies to employees, directors of the governing board applicants for employment, volunteers and third parties (including visitors, vendors and community members).

POLICY: It is the policy and commitment of Siena Francis House that it does not and shall not discriminate in employment practices, volunteer opportunities, or the delivery of programs or services, on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, medical condition, disability, veteran status , marital status, or genetic information.

Equal Employment Opportunity

Siena Francis House is committed to a policy of equal employment and does not discriminate in the terms, conditions, or privileges of employment on account of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, medical condition, disability, veteran status , marital status, or genetic information.

Any employee, board member, volunteer, vendor/contractor or client who believes that s/he or any other affiliate of Siena Francis House has been discriminated against is strongly encouraged to report this concern promptly to the Human Resource Department or Compliance Director.

Siena Francis House provides equal employment opportunities to all employees and applicants **for** employment and prohibits discrimination and harassment of any type without regard race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, medical condition, disability, veteran status , marital status, or genetic information or expression of any other characteristics, protected by federal, state **or** local laws.

This policy applies to all terms and conditions of employment including recruiting, hiring, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

An applicant or employee may request a reasonable accommodation due to medical or religious reasons.

Discriminatory Harassment

Harassment or intimidation of any employee, board member, volunteer or client because of that person's race, religion, gender/gender identity, national origin, age, medical condition, disability, veteran status, marital status, or sexual orientation race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, medical condition, disability, veteran status, marital status, or genetic information is specifically prohibited and may be grounds for termination. Harassment and intimidation includes offensive jokes, racial or ethnic slurs, name-calling, unwelcome conduct, abusive, foul or threatening language or behavior. Siena Francis House is committed to maintaining a workplace that is free of any such harassment and will not tolerate discrimination against employee, board member, volunteer, or client.

Siena Francis encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Siena Francis House to promptly and thoroughly investigate such reports.

Siena Francis prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such report.

Reporting an Incident of Harassment, Discrimination or Retaliation

Siena Francis encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position.

Siena Francis House encourages employees to take the following steps in these nonviolent situations:

1. Try to resolve the issue with the harasser in a calm manner. Ask them, preferably in a private setting, to stop directing this behavior at you. However, if the abuse is physical, do not approach your harasser.
2. Consider escalating the issue to your immediate manager – unless, of course, your manager is the perpetrator. Bring the issue to the attention of the Human Resource Department or Compliance Director if your attempts to resolve the situation with the harasser fail. If you can, provide evidence such as screenshots, texts, messages and eyewitness accounts.
3. If you do not feel you can make a report to anyone within the organization you can make an anonymous report to our SafeHotline 1-855-662-7233 our company id number is #2727208228.
4. If you feel your concern was not properly addressed you can appeal the issue to the Executive Director.

Siena Francis House recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Confidentiality:

Siena Francis House will protect an employee's confidentiality if they report harassment or participate in a harassment investigation to the best of our abilities.

Retaliation

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

Remedies

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. Siena Francis House will promptly, thoroughly and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate up to and including termination of employment.

FOLLOW-UP RESPONSIBILITY: Executive Director (or designee) will review and update this policy every two years.

RECISSION: Policy dated 1/22/2022.