



NONDISCRIMINATION POLICY

In accordance with the Civil Rights Act of 1964, it is the policy of NOACA to promote fairness and equality in hiring practices and employment opportunities, including promotions, remuneration adjustments, career improvement opportunities, continuing education and general employment conditions.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Nondiscrimination in Employment

NOACA shall not discriminate against any employee or applicant for employment because of race, color, national origin, religion, disability, age, gender, sexual orientation, gender identity or genetic information. NOACA will work to ensure that employees and job candidates are treated equitably with regard to recruitment, employment, upgrading, demotion or transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training or internship. NOACA shall post notices of these provisions in conspicuous places available to employees as well as applicants for employment.

Harassment-free Environment

It is the policy of NOACA to promote a productive work environment and not to tolerate verbal or physical conduct by any employee who harasses, disrupts or interferes with another's work performance or engages in behavior that creates an intimidating, offensive or hostile environment.

Any offensive conduct in the workplace that creates a hostile work environment – whether committed by directors, employees or non-employees – is prohibited. Offensive conduct directed at individuals because of race, national origin, religion, political affiliation, disability, age, gender or sexual orientation, gender identity, citizen status, genetic information or veteran status, or any other classification protected by applicable law, is also prohibited. This conduct includes:

- a. Unwanted physical contact or contact of any kind, including sexual flirtations, touching, advances or propositions
- b. Verbal abuse of any kind, including racial or ethnic epithets or derogatory comments based on one's religious beliefs or political affiliation
- c. Demeaning, insulting, intimidating or sexually suggestive comments about an individual's dress or body
- d. Displaying in the workplace demeaning, insulting, intimidating or sexually suggestive remarks, jokes, objects or pictures, including nude photographs
- e. Demeaning, insulting, intimidating or sexually suggestive written, recorded or electronically transmitted messages

It is important for employees to understand that **no one** has the authority to condition any

aspect of their job on sexual favors. This includes but is not limited to raises, bonuses, hiring, firing, transfers and job assignments.

Supervisors and directors have a responsibility to keep the workplace free of any form of harassment. No person shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal or unwillingness to submit to sexual advances will affect the employee's terms or conditions of employment.

An employee who believes that any actions or words constitute unwelcome harassment shall immediately advise the person conducting the harassing that the behavior is unwelcome and unwanted. If the unwelcome behavior continues or if the employee does not believe it is safe to confront the person, then the employee has a responsibility to report the situation as soon as possible. The report shall be made to a supervisor or agency director.

Complaints of harassment will be investigated under the agency's grievance policy unless special procedures are considered appropriate. All complaints of harassment shall be investigated promptly and in an impartial and confidential manner by the employee's supervisor, director and the executive director. Should a complaint involve the behavior of an agency director, it shall be reviewed by the NOACA Executive Committee. Employees are required to cooperate in any investigation. Timely resolution of each complaint will be reached and communicated to the parties involved. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited.

Preventing and stopping harassment in the workplace is a SHARED RESPONSIBILITY among staff members. It is important to speak up in an honest and respectful manner to either the alleged harasser or to the proper member of management, as outlined above, as soon as possible. NOACA cannot correct what it does not know about. Any employee, including directors, found to have violated the harassment policy is subject to appropriate disciplinary action, which may include termination.