



POLICY PROHIBITING DISCRIMINATION, HARASSMENT, AND RETALIATION

BISCC is committed to providing a work environment that is free of discrimination and harassment. In keeping with this policy, BISCC strictly prohibits inappropriate discrimination and harassment, including discrimination and harassment on the basis of race, color, religious creed, citizenship, marital status, age, national origin, ancestry, physical or mental disability, medical condition, genetic information, sexual orientation, veteran status, family care status, sex (which includes sexual harassment, gender harassment, gender identity, and harassment based on pregnancy, childbirth, or related medical conditions) or any other basis protected by applicable law.

Definitions

Harassment may take many forms, but the most common forms include:

Verbal harassment – such as jokes, epithets, slurs, negative stereotyping, and unwelcome remarks about an individual's body, color, physical characteristics, or appearance, questions about a person's sexual practices, or gossiping about sexual relations;

Physical harassment – such as physical interference with normal work, impeding or blocking movement, assault, unwelcome physical contact, leering at a person's body, and threatening, intimidating or hostile acts that relate to a protected characteristic;

Visual harassment – such as offensive or obscene photographs, calendars, posters, cards, cartoons, e-mails, drawings and gestures, display of sexually suggestive or lewd objects, unwelcome notes or letters, and any other written or graphic material that denigrates or shows hostility or aversion toward an individual, because of a protected characteristic, that is placed on walls, bulletin boards, or elsewhere on the employer's premises or circulated in the workplace.

Sexual Harassment – There are two distinct categories of sexual harassment:

Quid Pro Quo – When an individual's submission to, or rejection of, unwelcome sexual conduct is used as a basis for employment decisions affecting that individual, including granting of employment benefits; and

Hostile Environment – When unwelcome sexual conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment, even if it does not lead to tangible or economic job consequences.

Sexual harassment includes

- harassment of women by men,
- of men by women, and
- same-sex harassment.

Sexual harassment is unlawful whether it involves co-worker harassment, harassment by a supervisor or manager, or by persons doing business with or for BISCC.

BISCC prohibits any and all conduct that may reasonably be interpreted as harassment as defined above whether or not such conduct is pervasive enough or severe enough to meet the technical legal requirements of harassment.

Reporting and Investigation

If you believe that you have been subject to inappropriate harassment or conduct which violates this policy, or have witnessed such conduct directed at others, you must immediately report the facts of the conduct to your manager, the Executive Director or the President of the Board of Directors. It is important that you bring the matter to BISCC's attention promptly so that any concern of inappropriate harassment can be investigated and addressed appropriately. If you are unsure, you should err on the side of reporting.

All complaints will be promptly and thoroughly investigated, and all information disclosed during the course of the investigation will remain confidential, except as necessary to conduct the investigation and take any remedial action, and in accordance with applicable law. All employees and managers have a duty to cooperate in the investigation of alleged harassment. In addition, failing to cooperate or deliberately providing false information during an investigation is grounds for disciplinary action, including termination of employment. At the conclusion of its investigation, if BISCC determines a violation of policy has occurred, it will take effective remedial action commensurate with the severity of the offense. This action may include disciplinary action against the accused party, up to and including termination. Steps will be taken, as reasonable and necessary, to prevent any further violations of policy.

Retaliation

Retaliation for reporting any incidents of harassment, or perceived harassment, for making any complaints of harassment, or participating in any investigation of incidents of harassment, or perceived harassment is strictly prohibited, when the underlying harassment is alleged to be due to one's membership in a legally protected class or for engaging in legally protected activity.

Any report of retaliation by the one accused of harassment, or by co-workers, volunteers, supervisors, or managers, will also be promptly and thoroughly investigated in accordance with BISCC's investigation procedures described above. If a complaint of retaliation is substantiated, appropriate disciplinary action will be taken, up to and including termination of employment.

Additional Enforcement Information

In addition to BISCC's internal complaint procedure, you should also be aware that the federal Equal Employment Opportunity Commission (EEOC) and the Washington State Human Rights Commission (WSHRC) investigate and prosecute complaints of harassment and discrimination in employment. Their phone numbers may be found on their respective websites.