



# Harassment Policy

## Core Value

The Centro Cultural de la Raza (Centro) is committed to an environment in which all individuals are treated with respect and dignity. The Centro dedicated to ensuring its classes, events and meetings provide an environment free of all forms of harassment for all persons. Centro Members are also respected through due process, allowing an opportunity to address accusations and allowed a fair and unbiased investigation.

Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the Centro expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment.

In order to keep this commitment, the Centro maintains a strict policy prohibiting unlawful harassment of any kind, including sexual harassment and harassment based on race, color, religion, national origin, sexual orientation, gender identity, age, disability or any other characteristic protected by the state or federal employment discrimination laws. This policy applies to all Board members, employees, volunteers, contractors, and guests.

## Definitions:

Centro Members- Used to describe all employees, volunteers, Board Members, Contractors and Guests

Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either:

- (1) Submission to such conduct is made an explicit or implicit term or condition of employment or participation in the organization; or
- (2) Submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting such individuals; or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Some examples of unlawful harassment are:

- Verbal conduct, such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations or comments. Visual conduct, such as derogatory posters, cartoons, drawings or gestures.
- Physical conduct, such as assault, blocking normal movement, or interference with work directed at an employee because of the employee's sex or other protected characteristic.



- Threats and demands to submit to sexual requests in order to keep one's job or avoid some other loss, and offers of job benefits in return for sexual favors.

### Reporting

Any Centro Member who believes he or she has been harassed by another Centro Member should promptly report the facts of the incident or incidents and the names of the individuals involved to his or her supervisor or, in the alternative, to the Board of Trustees/Directors.

It is the responsibility of each Centro member to immediately report any violation or the suspected violation of this policy to one or more of the individuals identified above. Supervisors should immediately report any incidents of harassment to the Board. Upon receipt of a complaint, it is the Board Chair/President's responsibility to ensure a thorough, objective and good faith investigation of the harassment allegations. With consideration of the facts, the Board will determine how the investigation is conducted.

To ensure the integrity of the investigation and protection of all parties involved, all Centro Members are encouraged to not discuss facts of the incident. The Centro has zero tolerance for breach of confidentiality and will take remedial action as needed based on the severity of the breach.

If the Centro determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any Centro Member determined to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination.

### Retaliation

Centro Members will not be retaliated against for filing a complaint and/or assisting in a complaint or investigation process. Further, the Centro will not tolerate or permit retaliation by any Centro Member against any complainant or anyone assisting in a harassment investigation.

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 believe you have been harassed or discriminated against or that you have been retaliated against for resisting or complaining, you may also file a complaint with the appropriate agency in addition to exhausting the above complaint procedure.

Anyone who violates this policy is subject to discipline up to and including the possibility of immediate discharge.