**KLAMATH FAMILY HEAD START**

**PERSONNEL**

**POLICY & PROCEDURE #: 704-1**

**PAGE: 1 of 3**

**SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY/WORKPLACE HARASSMENT**

**POLICY:**

Klamath Family Head Start is an Equal Opportunity Employer and does not discriminate in its hiring and personnel policies and procedures.

**PURPOSE:**

To provide a workplace with open communication and free from harassment.

**PROCEDURE:**

# Equal Employment Opportunity

Klamath Family Head Start does not discriminate in its hiring and personnel policies or procedures with respect to any employee or applicant’s race, veteran status, color, religion, sexual orientation, sex, gender, gender identity or expression, pregnancy, national origin, age, disability, or genetics. In addition to federal law requirements, Klamath Family Head Start complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Klamath Family Head Start expressly prohibits any form of workplace harassment based on race, veteran status, color, religion, sexual orientation, sex, gender, gender identity or expression, national origin, age, disability, or genetics. Improper interference with the ability of Klamath Family Head Start’s employees to perform their job duties may result in discipline up to and including discharge.

Invitation to Self-Identify Physical and Mental Disabilities

Any employee who is a disabled person may voluntarily inform their supervisor or the Site Manager of any physical or mental disability and may suggest methods of reasonable accommodation. This information is confidential and will be used only to evaluate reasonable accommodation alternatives to permit you to perform the essential functions of the job in a safe and efficient manner. Refusal to volunteer this information will not subject an employee to any adverse treatment or penalty.

### Job Performance

Any employee who believes that he/she is having difficulty in continuing to meet the performance requirements of the job due to a physical or mental disability is encouraged to advise their supervisor or the Site Manager regarding the nature of the disability, the work limitations covered by the disability and any suggested reasonable accommodation.

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**PAGE: 2 of 3**

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### HARASSMENT PROHIBITED

### Harassment

### Harassment is verbal or physical conduct that demeans or show hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, sexual orientation, genetic information, family medical history, familial status, source of income, or disability, or that of his/her relatives, friends, or associates and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment;
2. Has the purpose or effect of unreasonable interfering with an individual’s work performance; or
3. Otherwise adversely affects an individual’s employment opportunities.

Harassing conduct includes, but is not limited to, the following:

1. Epithets, slurs, negative stereotyping, demeaning comments or labels, or threatening, intimidation or hostile acts that relate to race, color, religion, gender, national origin, age, or disability.

2. Written or graphic material that demeans or shows hostility or aversion toward an individual or

group because of race, color, religion, gender, national origin, age, or disability and that is placed

on walls, bulletin boards, computers or elsewhere on the employer’s premises, or circulated in

the workplace.

### Sexual Harassment

**Sexual harassment is a form of gender (sex) discrimination. The Equal Employment Opportunity Commission has defined sexual harassment as follows**:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment,
2. Submission to or rejection such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonable interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Prohibited sexual harassment may include, but is not limited to, sexual jokes, calendars, posters, cartoons, magazines; derogatory or physically descriptive comments about or towards another employee; sexually suggestive comments; inappropriate use of KFHS communications include e-mail and telephone, unwelcome touching or physical contact; punishment or favoritism on the basis of an employee’s sex; sexual slurs; negative sexual stereotyping.

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**PAGE: 3 of 3**

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**Harassment will not be tolerated in our workplace. It is against the policies of KFHS for any employee to harass another employee. This includes acts between supervisors and employees; it also includes acts between one employee and another.**

#### Complaints of Harassment

If you believe that you have been harassed, report the harassment immediately. The report should be either:

1. To Human Resources
2. To your supervisor/ Site Manager
3. To the Executive Director without first contacting your supervisor.

KFHS will take no action against an employee who in good faith reports harassment to KFHS or participates in an investigation and will take prompt corrective action in response to any harassment or retaliation.

Any supervisor or other employee found in violation of this policy will be subject to discipline up to and including discharge.

Revised June 28, 2023

Approved by Policy Council: 2007

Approved by Grantee Board: 2007

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