



Anti-Harassment and Non-Discrimination Policy

POLICY

It is the policy of The Pioneer Craft House, in accord with state and federal laws, that each student under the jurisdiction of Pioneer Craft House has the right to an environment free of harassment and discrimination. It is also the policy of Pioneer Craft House in accord with state and federal laws, that each employee, contractor, and volunteer has the right to work in an environment free of harassment and discrimination. Harassment and discrimination are strictly prohibited and will not be tolerated at Pioneer Craft House. Pioneer Craft House will take all reasonable steps within its control to provide an environment in which all individuals are treated with respect and dignity.

It is the policy of Pioneer Craft House to prohibit all forms of harassment and discrimination of or by students, employees, contractors, and volunteers, including harassment and discrimination based on actual or perceived race, color, religion, sex, national origin, ethnicity, ancestry, age, disability, sexual orientation, gender identity and expression, or based on an individual's association with a person or group with one or more of these actual or perceived characteristics.

Retaliation against an individual who files a complaint of harassment or participates in an investigation of such a complaint is strictly prohibited.

The Pioneer Craft House shall ensure that all students, employees, contractors, and volunteers receive notice of this policy.

Adopted by vote of the Board of Directors
Monday, March 14, 2016

PROCEDURES

A. Reporting Complaints

1. **Students.** It is the policy of the Pioneer Craft House to encourage any students to report when the students (1) legitimately and reasonably believes that he or she has been subjected to harassment or discrimination based on his or her actual or perceived membership in a protected category or based on his or her association with a person or group, or (2) has first-hand knowledge of what he or she legitimately and reasonably believes to be harassment or discrimination of another students. Students may report a complaint of harassment or discrimination in two ways: a) to the Equity Coordinator(s) and/or b) to any employee. Students may report harassment or discrimination through one or both of these methods.
 - a. **To the Equity Coordinator.** The Board Chair shall designate him/herself or at least one individual as an Equity Coordinator to receive complaints under this policy. The Pioneer Craft House shall prominently post the name and contact information of its Equity Coordinator. Any students may make a verbal or written complaint of harassment or discrimination under this policy, for themselves or another student, to the Equity Coordinator. The Equity Coordinator shall promptly, and in no case later than 24 hours after, forward the complaint to the Board Chair.
 - b. **To an Employee.** Any student may make a verbal or written complaint of harassment or discrimination under this policy, for themselves or another student, to any Pioneer Craft House employee. An employee who receives such a complaint must promptly, and in no case later than 24 hours after receiving the complaint from the students, report the complaint to the Board Chair.
2. **Employees, Contractors, and Volunteers.** Any employee, contractor, or volunteer who witnesses harassment of a student shall promptly, and in no case later than 24 hours after witnessing the harassing conduct, report that conduct to their supervisor. The supervisor shall promptly, and in no case later than 24 hours after receiving the report from the employee, forward the complaint to the Board Chair.
3. **Privacy.** The Pioneer Craft House will keep complaints made under this policy confidential to the extent possible given the need to investigate, act on investigative results, and monitor and compile reports about complaints made under this policy. Complaints made under this policy shall be kept separate from any other individual files maintained on students.

B. Response to Complaint

1. **Immediate Action.** Upon learning the details of the complaint, if the [supervisor or head of the agency or organization] determines that the conduct alleged in the complaint is egregious or poses a threat of further potential misconduct, he or she shall take immediate action to separate the complainant(s) and the subject(s) of the complaint to the greatest degree possible consistent with practical considerations of managing the facility in question.
2. **Investigation.** Within 24 hours of receiving a complaint of harassment or discrimination under this policy, the Board Chair shall assign either an Equity Coordinator or another designee to investigate the complaint. The Board Chair shall not assign an investigator who is either the subject of or an actual or potential witness to the harassment or discrimination alleged in the complaint. Also, within 24 hours of receipt of a complaint under this policy, the Board Chair shall forward the complaint to the assigned investigator. The assigned investigator shall begin the investigation promptly upon receiving the complaint from the Board Chair. The assigned investigator shall interview the individuals involved, witnesses, and any other persons who may have knowledge of the circumstances giving rise to the complaint. The investigator may use other methods and documentation necessary to uncover the facts and circumstances surrounding

the conduct at issue in the complaint. In determining the facts surrounding a complaint, the investigator shall consider, among other things: the nature of the alleged behavior; how often the conduct allegedly occurred; whether there were alleged or confirmed past incidents or alleged or confirmed continuing patterns of behavior; and the relationship of the parties involved.

3. **Concluding the Investigation.** The investigator shall complete the investigation, including a written investigative report, as soon as practicable, but in no event later than thirty (30) calendar days after receiving the complaint from the Board Chair. If exceptional circumstances warrant more time, by no later than thirty (30) days from the date the investigator received the complaint, the investigator shall provide a status report to the Board Chair and shall request additional time.
4. **Result.** After completing the investigation, the investigator shall determine the facts of the case including who did what, who said what, and who intended what. The investigator shall provide the evidence supporting these facts to the Board Chair in a written investigative report.
 - a) **Determination:** Within 10 calendar days of the date of receipt of the investigative report, the Board Chair shall make his or her determination on whether a violation of this policy occurred, whether a violation of another Pioneer Craft House policy occurred, or whether no violation occurred. If the Board Chair finds that a violation did occur, he or she will take appropriate action consistent with the remedial and disciplinary action provision of this policy (see section E below).
 - b) **Notification:** Within a reasonable time upon making a determination on whether there has been any violation of this or another Pioneer Craft House policy, the Board Chair shall advise the complainant of this determination and what action has been or will be taken for any violations.
 - c) **Remedial and Disciplinary Action:** Pioneer Craft House shall take remedial or disciplinary action as appropriate to ensure that harassment or discrimination does not reoccur. All remedial and disciplinary action shall comply with applicable state and federal laws, local ordinances, collective bargaining agreements, and, where applicable, the Pioneer Craft House policies and procedures. The Board Chair shall establish a remedial and disciplinary structure consistent with this policy.
 - i. **Students.** If the Board Chair determines that a student violated this policy, the Board Chair shall take appropriate remedial or disciplinary action that may include, but is not limited to: counseling, awareness training, warning, transfer, or other actions consistent with the agency's policies and procedures. The emphasis of such action should be on rehabilitation.
 - ii. **Employees.** If the Board Chair determines that an employee has violated this policy, the Board Chair shall take appropriate remedial or disciplinary action, including counseling, training, or disciplinary action including but not limited to: written reprimand, suspension or termination.
 - iii. **Contractors.** If the Board Chair determines that a contractor has violated this policy, the Board Chair shall promptly notify the contract agency. The contract agency shall be responsible for taking appropriate remedial or disciplinary action involving their employees. If the same contract agency staff member or the same contract agency is involved in repeated violations of this policy, the Pioneer Craft House reserves the right to ban that contract agency staff member from working with students at the Pioneer Craft House and/or to terminate the contract.
 - iv. **Volunteers.** If the Board Chair determines that a volunteer has violated this policy, the Board Chair shall take appropriate remedial or disciplinary action, including: counseling, training, or disciplinary action including but not limited to written reprimand, suspension, or termination.

- d) **Requests for Reconsideration and Appeals:** To facilitate the delivery of requests for reconsideration and appeals, the Board Chair shall institute a procedure for reconsideration and appeals which the Pioneer Craft House shall prominently post.
- e) **Retaliation:** Retaliation against an individual for reporting harassment or discrimination under this policy or for participating in an investigation of a harassment or discrimination complaint is a violation of this policy and strictly prohibited. Any individual who retaliates against an individual for making a report or participating in any investigation under this policy will be subject to appropriate action and/or discipline, consistent with the remedial and disciplinary actions specified in this policy.
- f) **Duty to Follow Procedures:** All Pioneer Craft House employees are required to comply with this policy. Any employee who fails to comply with this policy may be subject to disciplinary action, up to and including termination of employment.
- g) **Right to File Other Complaints:** This policy shall not alter or affect the right of any person to file a complaint alleging harassment or discrimination in state or federal court, to file a complaint with an appropriate governmental agency, or to consult with a private attorney or union representative.

5. Record Keeping

The Pioneer Craft House shall track all complaints made under this policy, whether sustained or not, as well as any remedial, disciplinary or other action taken.

6. Notice

The Board Chair shall provide notice of this policy to all students, employees, contractors, and volunteers. The Pioneer Craft House shall prepare a one-page summary of the policy, and include the summary in the materials the Pioneer Craft House gives to students upon admission into Pioneer Craft House. The Pioneer Craft House shall also post the one-page summary prominently in several places accessible to students in all facilities run by the Pioneer Craft House. The Pioneer Craft House shall include a copy of this policy in its employee handbook and shall give a copy to all contractors and volunteers.

7. Training

The Board Chair shall develop methods of discussing the meaning and substance of this policy with students, employees, volunteers, and contractors to help prevent harassment and discrimination.

8. Severability

The provisions of this policy shall be severable. If any provision or portion of this policy or its application to any person or circumstance is held invalid, the remainder of the policy or the application of the provision to other persons or circumstances is not affected.

Definitions

The following definitions are for purposes of this policy.

Contractor

Any person who is employed directly by an agency or organization that has a contract or Memorandum of Understanding with the Pioneer Craft House.

Discrimination

Any act, policy or practice that, regardless of intent, has the effect of subjecting any person to differential treatment as a result of that person's actual or perceived race, color, religion, sex, national origin, ethnicity, ancestry, age, disability, sexual orientation, gender identity and expression, or based on that person's association with a person or group with one or more of these actual or perceived characteristics.

Employee

Any person who is employed directly by Pioneer Craft House.

Gender Identity and Expression

For purposes of this policy, gender identity and expression mean having or being perceived as having gender-related characteristics, appearance, mannerisms, or identity, whether or not stereotypically associated with one's assigned sex at birth.

Harassment

Unwelcome, offensive or intimidating behavior on account of an individual's (or group of individuals') membership in a protected category, as defined below. Unlawful harassment may take many forms including but not limited to:

- Verbal Conduct is that which is directed at an individual (or group of individuals) because of his or her (their) membership in a protected category. Examples include, but are not limited to, epithets, derogatory comments, unwelcome jokes or stories, slurs, unwelcome verbal advances or invitations, requests for sexual favors, or harassing phone calls.
- Visual Conduct is that which is directed at an individual (or group of individuals) because of his or her (their) membership in a protected category. Examples include, but are not limited to, derogatory or offensive posters, cartoons, bulletins, drawings, photographs, magazines, written articles or stories, screen savers, or electronic communications.
- Physical Conduct is that which is directed at an individual (or group of individuals) because of his or her (their) membership in a protected category. Examples include, but are not limited to, touching, patting, pinching, grabbing, staring, leering, lewd gestures, invading personal space, assault, blocking normal movement, or other physical interference.
- Sexual Conduct is that which is directed at a student by an employee, contractor, volunteer, or by another student which is unwelcome and/or harassing. Examples include unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Protected Categories

Race, color, religion, sex, national origin, ethnicity, ancestry, age, disability, sexual orientation, gender identity and expression, or any other category protected now or in the future by state or federal laws.

Retaliation

Any adverse action taken against a person for filing a complaint of harassment, reporting a complaint of harassment, or participating in or cooperating with an investigation of a complaint.

Volunteer

Any person who provides services free of charge to the Pioneer Craft House.

Student

Any person taking or having taken classes at Pioneer Craft House.