



POLICY AGAINST DISCRIMINATION AND HARASSMENT

HSLC strictly prohibits and will not tolerate any type of unlawful discrimination or unlawful harassment.

This Policy, in addition to the organization's Equal Employment Opportunity Policy, is intended to assist you in complying with this requirement.

What is unlawful discrimination?

This organization will not make any of its decisions, and will not discriminate against any employee or applicant, on the basis of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), sexual orientation, marital status, familial status, domestic or sexual violence victim status, gender (including gender nonconformity and status as a transgender or transsexual individual), gender identity, age, physical or mental disability, citizenship, past, current or prospective service in the uniformed services, genetic information, or any other characteristic protected under federal, state or local law (often referenced as a "Protected Characteristic").

Unlawful discrimination means taking adverse action against a person (such as, for example, failing to hire, failing to promote, withholding employment benefits or advantages, or termination) because of that person's Protected Characteristic (as defined above). Unlawful discrimination also includes unlawful harassment. Any person who has experienced or observed unlawful discrimination must immediately report the discrimination in accordance with the Complaint Procedure set forth in the Employment Handbook, or for those who are not employees, by reporting such behavior immediately to the Executive Director.

What is unlawful harassment?

Unlawful harassment is any conduct directed at a person because of any Protected Characteristic (as defined above), which has the purpose and/or effect of unreasonably interfering with that person's work performance by creating an intimidating, hostile or offensive work environment. HSLC will not tolerate any form of unlawful harassment in the workplace or at any organization-sponsored events. This includes, for instance, verbal harassment (such as derogatory statements, slurs, jokes or threats); written harassment (such as emails, text messages, social media, or other communications); or any other form of harassment (including any

unwelcome behavior that is offensive, abusive, threatening, intimidating, humiliating or degrading to another individual).

This Policy applies to the organization's employees, applicants, contractors, visitors, customers and any other person associated with HSLC.

Any person who has experienced or observed unlawful harassment must immediately report the harassment to their direct supervisor. If the conduct involves your direct supervisor, or if you believe it would be inappropriate to report the conduct to your direct supervisor, then you must notify another member of management or the Executive Director at your earliest opportunity. Your complaint should be as detailed as possible, including all pertinent facts and circumstances, the names of all individuals involved, and the names of all witnesses

Employees who report harassment or who assist in the investigation of a complaint of harassment will not be subject to retaliation, intimidation or reprisals of any kind. Any violation of this nonretaliation Policy should be reported to your supervisor or another member of the management team at your first opportunity.

Approved August 16, 2024