



COMMUNITY LEGAL SERVICES IN EAST PALO ALTO

Equal Employment Opportunity

CLSEPA complies with all applicable federal, state, and local laws by providing equal employment opportunities to all qualified employees and applicants in all of our employment practices, including selection, hiring, promotion, transfer, termination, leaves of absence, training and compensation, without regard to race, religion, color, sex or gender (which includes gender identity, pregnancy, childbirth, lactation, pregnancy- and childbirth-related medical conditions), sexual orientation, national origin, ancestry, citizenship status, age, uniform-service member status, veteran status, marital status, pregnancy, medical condition (as defined under California law), physical or mental disability, taking or requesting statutorily protected leave, or any other basis protected by federal, state and local laws.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, CLSEPA will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Policy against Harassment, Discrimination, and Retaliation

CLSEPA prohibits any form of harassment, discrimination, or inappropriate conduct toward our employees, independent contractors, clients, vendors or suppliers. CLSEPA will not tolerate any form of harassment or discrimination, including but not limited to, harassment or discrimination related to an individual's race, religion, color, sex or gender (which includes gender identity, pregnancy, childbirth, lactation, pregnancy- and childbirth-related medical conditions), sexual orientation, national origin, ancestry, citizenship status, age, uniform-service member status, marital status, pregnancy, medical condition (as defined under California law), physical or mental disability, taking or requesting statutorily protected leave, or any other basis protected by applicable federal, state and local laws. Employees who violate this policy will be subject to disciplinary action, including termination.

Definitions

For the purposes of this policy, harassment may take many forms, but the most common forms include:

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

Likewise, CLSEPA will not tolerate any form of "sexual harassment." There are two distinct categories of sexual harassment:

1. 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. (E.g., conditioning an employment benefit, such as a raise, promotion or assistance with a person's career, in exchange for



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sexual favors or threatening an adverse employment action, such as termination, demotion, or disciplinary action, for a refusal of a request for a sexual favor.)

2. 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. CLSEPA 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. If you have any questions about what constitutes prohibited harassing or inappropriate conduct, ask your supervisor, or the HR Manager.

Reporting and Investigation

If you feel that you are being harassed, discriminated against or subjected to any form of inappropriate conduct that violates this policy or if you observe harassment, discrimination or inappropriate conduct that violates this policy, you are required to immediately notify the HR Manager, the Executive Director, or a member of the Board of Directors, or both. Notifying CLSEPA of conduct that violates this policy is essential. We cannot resolve a harassment problem unless we know about it.

CLSEPA will investigate all complaints of harassment, discrimination, or inappropriate conduct as promptly as possible under the circumstances. All employees have a duty to cooperate in the investigation of alleged harassment, discrimination, or inappropriate conduct. In addition, failing to cooperate or deliberately providing false information during an investigation shall be grounds for disciplinary action, including termination of employment. CLSEPA will initiate corrective action depending on the outcome of the investigation, which may include disciplinary action up to and including termination. CLSEPA prohibits employees from interfering with, or in any way hindering, CLSEPA's enforcement of this policy. All complaints of harassment will be treated with as much confidentiality as is reasonable, consistent with the need to conduct an adequate investigation.

Retaliation

Retaliation for reporting any incidents of or making complaints of harassment, discrimination, or inappropriate conduct, or participating in any investigation of incidents of harassment, discrimination, or inappropriate conduct is strictly prohibited.

Any report of retaliation by the one accused of harassment, discrimination, or inappropriate conduct or by other employees, will also be promptly and thoroughly investigated in accordance with CLSEPA's investigation procedures outlined above. If a complaint of retaliation is substantiated, appropriate disciplinary action, up to and including termination, will be taken.

Additional Enforcement Information

In addition to CLSEPA's internal complaint procedure, employees should also be aware that the federal Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH) investigate and prosecute complaints of harassment, discrimination, and retaliation in employment.

Information about the EEOC complaint procedure can be found on their website (www.eeoc.gov).

You may also contact the EEOC at 1-800-669-4000 (English) or 1-800-669-6820 (TTY).

Information about the DFEH can be found on their website (www.dfeh.ca.gov). You may also contact the DFEH at the following numbers if you are calling within California: 1-800-884-1684 (English) or 1-800-700-2320 (TTY).