

## Tredyffrin and Easttown Care Anti-Harassment/Discrimination

T&E Care is a non-profit organization operated exclusively through the work of unpaid volunteers. T&E Care is committed to an environment free of discrimination, harassment and retaliation. Harassment and/or discrimination on the basis of race, religion, color, national origin, ancestry, citizenship, age, sex, sexual orientation, marital status, military or veteran status, the presence of any physical or mental disability or genetic information, or any other legally protected characteristic, is a violation of T&E Care's policy and will not be tolerated.

Harassment based on any of the above-listed traits or characteristics can take many forms and can include slurs, comments, jokes, innuendoes, unwelcome compliments, pictures, cartoons, pranks, or other verbal or physical conduct which:

- has the purpose or effect of creating an intimidating, hostile, or offensive environment;
- has the purpose or effect of unreasonably interfering with an individual's performance; or
- otherwise unreasonably affects the individual's opportunities.

Sexual Harassment is a type of harassment and occurs when the verbal, visual and physical conduct described above is sexual in nature or is gender-based. Sexual harassment may include a range of subtle and non-subtle conduct and may involve individuals of the same gender. Sexual harassment exists when:

- submission to or rejection of the conduct is used as a basis for decisions affecting such individual; or
- the conduct unreasonably interferes with the individual's performance or creates an environment that is intimidating, hostile, or offensive.

Sexual harassment is unlawful and prohibited regardless of whether it is between or among members of the same sex or opposite sexes.

Sexual harassment includes:

- unwelcome verbal behavior such as comments, suggestions, jokes, or derogatory remarks based on sex;
- physical behavior such as pats, touches, squeezes, repeated brushing against someone's body, or impeding or blocking normal movement;
- visual harassment such as posting of sexually suggestive or derogatory pictures, words, phrases, cartoons or drawings;
- unwanted sexual advances, pressure for sexual favors and/or basing decisions upon the person's acquiescence to sexually harassing behavior.

### Prohibiting Harassment and Discrimination

T&E Care in principal, practice and policy prohibits harassment and/or discrimination

based on any protected characteristic or trait by all T&E Care Board members and volunteers, as well as consultants, vendors, customers and clients in the conduct of business on behalf of or with T&E Care.. This Policy prohibits conduct of a harassing, discriminating or retaliatory nature in any T&E Care related setting or anywhere an individual or group of individuals represents T&E Care.

Any person who believes they have been subjected to discrimination or harassment in violation of this policy is encouraged to immediately identify the offensive behavior to the individual engaged in the objectionable conduct with a request that it stop. If preferred, or if the objectionable conduct continues, a person may report the objectionable conduct to any T&E Care Board member.

People reporting violations of this policy may be asked to provide information regarding the date, time, and place the offensive behavior or incidents that occurred, the nature of the offensive behavior or incidents, the individuals involved (offenders and victim(s)) and the names of any witnesses. Additional information may be requested during the course of the investigation. Complaints and reports will be handled discreetly and as confidentially as possible. However, complete confidentiality may not be possible in all circumstances. Upon completion of a thorough investigation, all appropriate parties will be notified of the findings. No person will suffer retaliation in any form for the good faith reporting of discrimination or harassment.

Supervisors and managers who receive a discrimination or harassment complaint are to maintain the confidentiality of the information.

Any Board member or volunteer, regardless of position or title, who has been found to have harassed, discriminated against or retaliated against anyone in violation of this policy will be subject to appropriate corrective action and/or termination.