

# POLICIES & PROCEDURES

## 1. Non-Discrimination Policy

Feast of Justice is committed to the fair and equal treatment of all staff, volunteers, and clients. Feast of Justice does not discriminate against any applicant, employee, or volunteer regarding any term, condition, or privilege of employment or volunteer engagement on the basis of race, religion, gender, sex, sexual orientation, age, national origin, ancestry, citizenship, veteran, or disability status.

Feast of Justice will make reasonable accommodations for qualified individuals with known disabilities. This policy governs all aspects of employment, including hiring, job assignment, promotion, compensation, discipline, termination and access to benefits and training. Any staff member who requires an accommodation must contact Volunteer Engagement Manager or the Executive Director.

## 2. Chosen Name/Pronouns Policy

Feast of Justice is dedicated to respecting the identity of our volunteers. Staff and volunteers are expected to respect the identities of all individuals including their chosen name and preferred pronouns. If you feel that a member of the staff or volunteers is intentionally disrespecting your name or preferred pronouns please see "Other Harassment" policy.

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## 3. Anti-Harassment Policy/Reporting

At Feast of Justice, we believe that every staff member and volunteer is entitled to respect, regardless of their race, color, gender, age, religion, creed, national origin, sexual orientation, disability, ancestry, veteran status or any other characteristic protected by law. Therefore, inappropriate workplace behavior and discriminatory harassment, including sexual harassment, will not be tolerated by Feast of Justice. This policy applies to harassment whether it occurs on our premises or in some other location where Feast of Justice activities occur. This policy covers all staff members of Feast of Justice, regardless of gender, as well as applicants for employment, volunteers and temporary staff members. This policy also prohibits unlawful discriminatory harassment by non-staff members, such as guests, contractors or vendors.

### Sexual Harassment

Sexual harassment is one kind of discriminatory harassment. Sexual harassment can be defined as unwelcome sexual advances, requests for sexual favors, and other statements or actions of a sexual or gender-based nature when:

- the harasser states or implies that giving in to or rejecting such conduct will affect an individual's employment; or
- such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

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## 3. Anti-Harassment Policy/Reporting

It is not possible to identify all of the conduct which could be sexual harassment. However, some common examples of conduct that might be sexual harassment include, but are not limited to the following:

- threatening to, or actually making, job decisions, such as discharge, demotion or reassignment, if sexual favors are not granted;
- demanding sexual favors in exchange for favorable or preferential treatment;
- unwelcome and/or repeated flirtations, propositions or advances;
- unwelcome physical contact;
- whistling in a manner directed toward the appearance of another;
- leering;
- improper gestures;
- tricks or horseplay;
- gender-related remarks which are offensive, insulting, derogatory or degrading;
- unwelcome comments about appearance;
- sexual jokes or use of sexually explicit or offensive language, either in person, in writing or through e-mail;
- gender or sex-based pranks;
- the display in the workplace of sexually suggestive objects or pictures, including material from the Internet.

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### Other Harassment

Harassment is not limited to sexual harassment. Statements or actions that ridicule or are critical of an individual because of their race, gender, age, religion, national origin, sexual orientation, disability, ancestry, veteran status or any other characteristic are offensive. Offensive conduct can create an intimidating, hostile work environment and may unreasonably interfere with the individual's work performance.

Accordingly, offensive conduct is prohibited. Again, this policy does not include a complete list of what conduct constitutes unlawful harassment. Some common examples of such harassment are:

- using epithets or slurs;
- mocking, ridiculing or mimicking another's culture, accent, appearance or customs;
- threatening, intimidating or engaging in hostile or offensive acts that focus on an individual's race, color, gender, age, religion, national origin, ancestry, sexual orientation, disability, veteran status or any other characteristic;
- offensive jokes or pranks;
- posting offensive material on walls, bulletin boards, or elsewhere on Feast of Justice's premises;
- circulating offensive material in the workplace, by e-mail or otherwise.

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## 3. Anti-Harassment Policy/Reporting

### Reporting Discriminatory Harassment

Should you choose to make a report, please do so as soon as you feel comfortable. The longer the time between the incident and the report, the more it could possibly inhibit any potential investigation. If you are a minor, any Feast of Justice staff person is a mandatory reporter and will take immediate action upon hearing about any inappropriate behavior such as harassment or assault. \*\*\*You can report inappropriate behavior by a supervisor, volunteer, guest, vendor, or other third party that you experience, or that you may observe. If you believe you are being harassed or have seen harassment, we encourage you to notify promptly your Manager on Duty, and/or the Feast of Justice Executive Director immediately. If at any time you are uncomfortable or feel it would be unreasonable to use this procedure to report harassment because a supervisor is the harasser or because of unique or unusual circumstances, please discuss your concerns with the Feast of Justice Board Chairperson.

### Investigation of Reports

Feast of Justice will promptly investigate any reports of harassment in an appropriate manner. Confidentiality will be maintained throughout the investigation as much as possible while still meeting our legal obligations to conduct a full investigation. All reports of harassment must be reduced to writing to aid with the investigation.

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### Resolving the Matter

After the investigation is completed, appropriate action will be taken. If we conclude that harassment has occurred, appropriate action will be taken to correct the situation. This action may include, but is not limited to, oral reminder, written reminder, decision-making, leave, or termination from Feast of Justice. The level of discipline will depend on the circumstances. We will do our best to ensure that the person filing a report is advocated for, supported, and protected through the entire process.

### Non-Retaliation

You will not be retaliated against for reporting incidents that in good faith you believe to be violations of this policy. You also will not be retaliated against for participating in the investigation of a harassment complaint. We consider retaliation to be a serious violation of this policy and urge you to report any incidents of retaliation immediately. We will investigate and resolve reports of retaliation in the same manner as reports of harassment.

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## 4. Grievance and Termination Policy

Should Feast of Justice feel the need to sever the volunteer relationship due to a reported or observed grievance, you will no longer be permitted to serve in a volunteer capacity.

Reports of grievances by volunteers will be documented by the Volunteer Engagement Manager. You can make an appointment to file a report.

Some examples of grievances are but not limited to;

- bribery of volunteers or staff
- falsifying documents from FOJ staff
- repeated theft or taking of food without permission
- perceived misconduct
- perceived inappropriate behavior
- behavior used to make others uncomfortable

Volunteers found to be committing any of these behaviors or other inappropriate behaviors may be asked not to return.

While working at Feast of Justice volunteers will conduct themselves in ways that will not damage the reputation of the organization or the staff and volunteers, failure not to comply may result in being asked not to return. Feast of Justice may terminate the volunteer relationship at any time for any reason.