Center for Nonprofit Leadership of the Sierra (CNL)

Non-Discrimination and Anti-Harassment Policies

I. Non-Discrimination Policy

CNL is an equal opportunity organization and does not discriminate based on an applicant’s or employee’s race, color, religion, sex, pregnancy, medical condition, sexual orientation, gender identity, national origin, ancestry, citizenship, age, physical or mental disability, or any other characteristic protected by state or federal law.

Furthermore, it is CNL’s policy that no project or activity administered by the CNL shall exclude from participation, deny benefits to, or subject to discrimination any individual solely by reason of his or her disability as protected under the law.

If you, as an employee of CNL, believe you have been subjected to any form of unlawful discrimination, including harassment, please use the procedure found in Section III below. CNL will immediately undertake an effective, thorough and objective investigation and attempt to resolve the situation.

If the CNL determines that unlawful discrimination or harassment has occurred, effective action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination.

II. Anti-Harassment Policy

CNL does not tolerate nor condone any form of sexual harassment or any other type of harassment and/or discrimination in the workplace. If you have any questions regarding this policy or the supporting procedures and reporting process, do not hesitate to contact your immediate supervisor, the CNL’s Executive Director or, when appropriate, the Chair of the Human Resources Committee of the Board of Directors.

CNL is committed to providing a work environment free of unlawful harassment and discrimination. In keeping with this commitment, the CNL shall not tolerate any form of sexual harassment or other unlawful discrimination. Harassment based on race, sex, national origin, religion, sexual orientation, gender identity, marital status, disability, or any other protected characteristic is a violation of state and federal law. The CNL’s anti-harassment policy applies to all persons involved in the operation of the CNL and prohibits unlawful harassment by any employee, contractor, patron, vendor or volunteer of CNL.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or other inappropriate or offensive comments;
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- Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, gestures or electronic media transmissions;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and/or demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and
- Retaliation for having reported or threatened to report harassment.

III. Procedure for Addressing Complaints under the Non-discrimination and/or Anti-Harassment Policies

Employees that are subjected to, or are witnesses to, unlawful harassment should immediately report such conduct to their supervisor (or when appropriate, the Executive Director or the Chair of the Human Resources Committee of the Board of Directors). Please be as specific as possible, including the name(s) of the individual(s) involved as well as any witnesses and the date and location of the incident. It is strongly recommended that a written complaint with as many details as possible be submitted as well.

The Executive Director has full responsibility to investigate, and resolve complaints involving violations of the policies stated herein, and to recommend to the Chair of the Human Resources Committee the imposition of appropriate sanctions against violators. (Should the Executive Director be the alleged harasser or you do not think that the Executive Director can be objective in investigating and resolving this matter, your complaint should be directed to the Chair of the Human Resources Committee of the Board of Directors, or designee, for investigation and resolution).

At a minimum, when an employee complains about harassment, the CNL shall:

- Fully inform the employee of his/her rights to complain and redress the harassment; the employee shall be informed of his/her own obligations to secure his/her rights and of any assistance available to him/her under the CNL’s procedures;
- Immediately conduct a thorough, objective and complete investigation of the alleged harassment. The CNL shall make a determination about whether unlawful harassment occurred and communicate this finding to the harasser and any other concerned party; and
- Take prompt and effective remedial action if harassment has occurred. The action shall be commensurate with the severity of the offense and shall be made known to the victim unless the specifics of the action taken would violate the privacy rights of the violator.
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- CNL strongly encourages every employee to report any incidents of harassment immediately (even if you are not the victim of the harassment) so that complaints can be resolved in a timely and appropriate manner.

Employees should also know that they have a right to file such complaints with the California Department of Fair Employment and Housing and the Federal Equal Employment Opportunity Commission, government agencies which investigate and adjudicate complaints of prohibited harassment in employment.