

HAVING KIDS DISCRIMINATION AND HARASSMENT POLICY

POLICY STATEMENT

This policy applies to all Having Kids (HK) employees, including directors and independent contractors (collectively referred herein as “employees.”) HK is committed to providing a safe environment for all its employees, free from discrimination and harassment, including sexual harassment. In addition to complying with federal and state nondiscrimination laws, the goal of this policy is to (a) protect employees from discrimination and harassment, including employees not covered by existing law, and (b) create a culture where every individual is treated with respect.

EQUAL OPPORTUNITY EMPLOYER

Having Kids is an equal opportunity employer committed to promoting an environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct. Having Kids does not discriminate against employees or applicants for employment based on race, color, national origin, religion, sex, creed, age, disability, marital status, veteran status, sexual orientation, gender identity, personal appearance, pregnancy, parental status, family responsibilities, genetic information or any other bases protected by federal, state, or local laws and regulations (collectively “Protected Bases”). This policy applies to all terms, conditions, and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination. Whenever possible, Having Kids makes reasonable accommodations for qualified individuals with disabilities or those requiring religious accommodations to the extent required by law. Employees who would like to request a reasonable accommodation should contact the Executive Director. Having Kids prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

NON-DISCRIMINATION / NON-HARASSMENT POLICY

Having Kids expressly prohibits discrimination or harassment based on an individual’s Protected Bases. HK also prohibits any form of discriminatory harassment, including sexual harassment, sexual assault, sexual exploitation, and stalking. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices, including harassment. HK will operate a zero-tolerance policy for discrimination or harassment in the workplace by investigating any complaint made by or about an employee. Any employee found to have harassed or discriminated against another will face disciplinary action, up to and including dismissal from employment. All allegations of discrimination or harassment will be taken seriously, promptly investigated, and there will be no retaliation for making such allegations. Complaints will be confidential and records will be kept in a confidential file, not in the complainant’s personnel file. Limited disclosure may be required to conduct an investigation, or in the case of imminent danger to the employee. No policy can prescribe what should be done on every occasion because circumstances vary. If employees

need help or advice about a particular situation or circumstance, employees are encouraged to contact the Executive Director and/or a board member.

Updated and approved by board 3/7/2018