



ANTI-DISCRIMINATION, HARASSMENT AND NON-RETALIATION POLICY

Beginnings and Beyond strives to maintain a workplace that fosters mutual employee respect and promotes professional conduct as well as harmonious, productive working relationships. One of our greatest strengths is the diversity of our employees. We are committed to providing an equal opportunity work environment where employees are evaluated on the basis of their qualifications and skills. We hire, retain, compensate and promote our employees without regard to their race, color, religion, gender, age, sexual orientation, or physical or mental disabilities. Our facility believes that that discrimination, harassment, and retaliation in **any** form constitute misconduct that undermines the integrity of the work environment. All employees and volunteers are entitled to a work environment free from all forms of discrimination and/or harassment.

HARASSMENT

Harassment is defined as behavior directed towards a person, or group of people, that harms, intimidates, threatens, victimizes, offends, degrades, humiliates or undermines one’s dignity, including by electronic means such as emails, texts, social media networks, etc. Actions that have been deemed as harassment include, but are not limited to, those outlined in Beginnings and Beyond’s Harassment and Anti-Bullying Policy. Such behaviors are considered to be harassment/bullying regardless if it occurs as a single incident or a series of incidents.

DISCRIMINATION

Discrimination entails the act, or consideration of, differential treatment of another individual, or group of individuals, based on personal characteristics or status. Such conduct is prohibited as it relates to one’s race, color, sex (including sexual harassment), national origin, religion, and pregnancy (as prohibited by Title VII of the Civil Rights Act of 1964), physical or mental disability (as prohibited by The Americans With Disabilities Act), age (as prohibited by Age Discrimination in Employment Act) or sexual orientation.

Any and all actions that promote the differential treatment of others based on the prohibited discriminatory characteristics listed above constitute harassment.

As stated directly on the EEOC website at https://www.eeoc.gov/laws/types/race_color.cfm: Discriminatory harassment can include, for example, racial slurs, offensive or derogatory remarks about a person's race or color, or the display of racially-offensive symbols. **Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, discriminatory harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted).** The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

NON-RETALIATION

Beginnings and Beyond prohibits any type of retaliation against any individual, who, in good faith, reports harassing or discriminatory behavior, or who participates and/or assists in the investigation into such complaints. Any individual who feels that they have experienced and/or witnessed any form of retaliation due to the act of reporting/investigating harassing or discriminatory behaviors, should report that conduct to the administrator or owner immediately. Any individual who acts in a manner that is deemed to be in retaliation to reported harassing/discriminatory behavior will be deemed in violation of this policy and be subjected to corrective action up to and including termination of employment.

REPORTING PROCEDURES

Any individual who believes they have experienced, witnessed and/or heard of any conduct that violates this policy must immediately report the conduct in question to one of the following individual roles in the center: the owner, the administrator, or the curriculum coordinator. Reports of harassing and/or discriminatory conduct will be investigated immediately. Such investigations will ensure the confidentiality of the individual reporting the conduct, the individual under investigation, as well as those involved in the investigation to the extent possible.

CORRECTIVE ACTION

Any individual who is deemed to be in violation of this policy is subject to corrective action, up to and including immediate termination. Individuals who have been deemed to have contributed to and/or perpetuated occurrences of harassing and/or discriminatory behavior, will be subject to disciplinary action, up to and including termination. Disciplinary action will be proportional to the severity of the conduct. An individual’s employment history and any history of similar complaints of prior harassing and/or discriminatory offenses will be taken into consideration.

By signing below, I acknowledge that I have read the above Anti-Discrimination, Harassment and Non-Retaliation policy and intend to abide by the above mention guidelines. I am aware that if I fail to abide by said guidelines I may face corrective action, including possible termination.

EMPLOYEE SIGNATURE: _____ DATE: _____

ADMINISTRATIVE SIGNATURE: _____ DATE: _____