**JEWISH ORTHODOX FEMINIST ALLIANCE**

## Equal Employment Opportunity and Anti-Harassment Policy

## When it comes to the treatment of others, Jewish Orthodox Feminist Alliance adheres to a higher standard. We believe that employees are entitled to a safe and secure work environment where everyone treats each other with respect, dignity, and professionalism at all times. This document expresses our commitment to such an environment.

## Equal Employment Opportunity

Jewish Orthodox Feminist Alliance (“JOFA” or the “Organization”) is committed to the principles of equal employment opportunity and complies with all federal, state and local laws concerning discrimination. It is the Organization’s policy to afford equal employment opportunity to all qualified employees and applicants for employment without regard to race, color, sex, religion, creed, national origin, ancestry, citizenship, marital status, veteran status, age, disability or handicap, sexual orientation, gender (including gender identity and expression), or any other legally protected characteristic.

This policy requires non-discrimination in all employment decisions including, but not limited to, those relating to recruitment, selection, and hiring, training, inclusion in work-related communications, discipline, promotions, transfers, employee compensation, benefits and termination of employment. In addition, employees are required to act in a non-discriminatory manner in all contacts with non-employees (including, for example, consultants, suppliers, contractors, and visitors).

If you have any questions, problems, or complaints regarding equal employment opportunities or discrimination, you should immediately notify the Executive Director or any officer of the Organization. There shall be no retaliation, penalty, or other adverse action taken against anyone for making a bona fide complaint regarding equal employment opportunity or discrimination concerns or for assisting in or cooperating with an investigation of such conduct.

Sexual and Other Harassment Based on Protected Characteristics Are Prohibited

Inappropriate, disrespectful, or demeaning behavior by employees or Board members toward other employees or third parties is strictly prohibited by JOFA, will not be tolerated, and may result in disciplinary action, up to and including discharge. While this prohibition includes sexual harassment as it has been defined by the courts, it goes beyond legal definitions and includes any behavior (verbal, physical, visual, etc.) based on any legally protected characteristic that is reasonably likely to create a hostile, intimidating, or offensive environment for others.

Sexual harassment as defined by the courts and the Equal Employment Opportunity Commission generally refers to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature or because of a person’s sex, especially where: (i) submission to such conduct is made either an explicit or implicit term or condition of an individual’s employment; or (ii) submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting the employee, such as promotions or raises; or (iii)

such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance and creating an intimidating, hostile, or offensive working environment. Sexual harassment, which is a form of sex discrimination, may be unlawful under certain circumstances, including under such laws as Title VII of the Civil Rights Act of 1964, the New York State Human Rights Law, and the New York City Human Rights Law.

No manager, supervisor, or Board member has the authority to request or demand compliance with unwelcome or offensive conduct, sexual or otherwise, in return for any job assignment, continued employment, compensation, promotion, or other term or condition of employment, and supervisors, managers, and Board members may not retaliate against any individual for failure or refusal to comply with such demands or requests. Any such demand or request, and any such retaliation or attempted retaliation, constitutes a very serious violation of this policy.

Examples of Prohibited Conduct

This policy prohibits a broad range of verbal and physical conduct.

Sexual Harassment

* Displaying “pin-up” calendars or sexual, demeaning pictures, including electronically generated or transmitted images.
* Telling sexually-oriented jokes.
* Making sexually offensive or suggestive remarks.
* Engaging in sexual teasing, including comments about sexual orientation.
* Engaging in sexual favoritism or retaliation based on the granting or refusal of sexual favors.
* Subjecting another employee to unwelcome pressure for dates or sexual favors.
* Engaging in unwelcome touching, including in exchange for employment benefits.

This conduct may violate this policy both where the perpetrator and the victim are of different genders and where they are of the same gender. This conduct may also violate the law if it is severe enough or continuous, repeated, and ongoing.

Verbal Harassment

* Verbal threats to persons or regarding personal property.
* The use of vulgar or profane language regarding any protected characteristics.
* Disparaging or derogatory comments or slurs regarding any protected characteristics.
* Verbal intimidation and name calling regarding any legally protected characteristics.

Physical Harassment

* Hitting, pushing, holding, blocking or impeding the movement of another person.

Fraternization

In furtherance of this policy, JOFA discourages managers and supervisors from dating any subordinate. Such relationships can be disruptive to the work environment, create a conflict or the appearance of a conflict of interest, and often lead to charges of favoritism, discrimination, and claims of indirect sexual harassment. While the Organization has no desire to interfere with the private lives of its employees or their off-duty conduct, where such conduct may impact the work environment in a negative manner, such as noted above, JOFA reserves the right to take whatever action is appropriate, in its discretion, to protect the Organization’s interests. Accordingly, the manager or supervisor should notify the Executive Director or any officer of JOFA of the existence of a romantic relationship in which the manager or supervisor is involved so that the Organization may take appropriate steps.

Electronic Systems

This policy prohibiting discrimination and harassment applies to the use of JOFA’s electronic communications systems. Employees are prohibited from the use of the Organization’s technology resources (e.g., email, voice mail, internet, etc.) to copy, transmit, or distribute material that may reasonably be considered offensive. Offensive content includes, but is not limited to, comments or images of a sexual nature. No one may use electronic systems in a manner that may reasonably be construed by others as harassment based on any legally protected characteristics. This extends to harassment on social media, and any conduct that could be interpreted as cyber bullying. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject the employee to disciplinary action up to and including termination.

Other Legally Protected Characteristics

This policy also prohibits harassment on the basis of race, color, religion, national origin, age, disability, sexual orientation, familial status, marital status, veteran status, genetic information, and any other legally protected characteristic. Harassment perpetrated against an employee by another employee, an applicant for employment, an intern, a contractor, or a business visitor will not be tolerated and should be reported as soon as possible.

Reporting, Complaint, and Investigation Procedures

Any individual who receives a report of conduct that may violate this policy, or who believes that he or she has witnessed or has been subjected to such conduct (by an employee or non-employee of JOFA), is required to report the conduct to the Executive Director or any officer of the Organization. Complaints of harassment may be made using the complaint form attached to this policy.

Once a complaint is received, an investigation will be conducted by the Organization as soon as is reasonably practicable, and all employees with knowledge of the underlying circumstances will be required to cooperate in the investigation if called upon. Confidentiality will be respected to the extent consistent with the need to conduct a fair, complete, and responsive investigation. An individual who is accused of conduct that may violate this policy will be given an opportunity to explain the conduct and circumstances in question and may provide any information in his or her defense, including identifying witnesses who may support his or her version of the events, and providing relevant documents – in paper or electronic form. The complainant, the accused, and witnesses will be interviewed. The complainant and the accused will be advised of the conclusion of the investigation, but the complainant will not necessarily be informed of the disciplinary action, if any, that the Organization decided to take in the event that it concludes that this policy has been violated.

We do not expect individuals to be experts on issues like discrimination and harassment. Thus, the possibility that our investigation may not corroborate a complaint, or that we may conclude that the conduct complained of does not violate this policy, is not a reason to fail to report conduct that is found (or perceived) to be offensive. It is to everyone’s benefit that conduct that is thought to be discriminatory or offensive be reported.

Legal Claims

Employees may also file complaints of harassment, discrimination, and/or retaliation in court, or with such administrative agencies as the federal Equal Employment Opportunity Commission ([www.eeoc.gov](http://www.eeoc.gov)) , the New York State Division of Human Rights (www.dhr.ny.gov), and the New York City Commission on Human Rights (www.NYC.gov/HumanRights). Employees who are successful in pursuing such claims may be able to recover back pay, compensatory damages, punitive damages, attorneys’ fees, and other remedies.

Discipline/Actions After Investigation

Because a violation of this policy is prohibited employee conduct, our immediate goal is to take prompt remedial action to stop the discriminatory, harassing, or offensive conduct if a violation is found to have occurred. Our second goal is to assure that the violation will not reoccur. Violations of this policy can lead to disciplinary action and various penalties. These can range from a notation in the individual’s personnel file, to a warning, up to and including discharge, depending on the circumstances. We consider violations of this policy to be as serious as violations of any other fundamental policy, as not only is JOFA placed at risk, but our basic concept of fairness and respect for our employees is undermined. Disciplinary action may also be taken against supervisory and managerial employees who are aware of possible violations of this policy and who fail to bring those possible violations to the attention of the Organization’s Executive Director or an officer of JOFA.

Retaliation

There shall be no retaliation, penalty, or other adverse action against any employee for making a bona fide, good-faith internal or external complaint of discrimination or harassment or for assisting in or cooperating with an investigation of conduct that may violate this policy. To the contrary, the Organization urges and expects employees to truthfully report violations of this policy in order to assist with maintaining a workplace free of discrimination or harassment. Retaliation is unlawful, and includes, but is not limited to such actions as discharge, demotion, poor performance reviews, and other adverse actions.

However, any employee who knowingly and/or maliciously makes a false report of discrimination, harassment, or retaliation will be subject to disciplinary action, up to and including discharge.

Jewish Orthodox Feminist Alliance Harassment Complaint Form

If you believe that you have been subjected to or have witnessed sexual or other harassment, you are encouraged to complete this form and submit it to the Executive Director or any officer of JOFA.

If you are more comfortable reporting verbally or in another manner, you may do so.

COMPLAINANT INFORMATION

|  |  |
| --- | --- |
| Name: |  |
|  |  |
|  |  |
| Job Title: | Email: |
| Designate Preferred Communication Method (e.g., email, phone, regular mail): |  |

SUPERVISORY INFORMATION

|  |  |
| --- | --- |
| Immediate Supervisor’s Name: |  |
| Title: |  |
|  |  |

COMPLAINT INFORMATION

1. Your complaint of harassment is made against:

|  |  |
| --- | --- |
| Name: | Title: |
|  |  |

Relationship to you: Supervisor Subordinate Co-Worker Other

2. Please describe the conduct or incident(s) that is the basis of this complaint and your reason concluding that the conduct is sexual or other harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) harassment occurred:

Is the harassment continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:

5. (Optional) Have you previously complained or provided information (verbal or written) about harassment at JOFA? If yes, when and to whom did you complain or provide information?

6. (Optional) Have you filed a claim regarding this complaint with a federal, state or local government agency?

Yes No

Have you instituted a legal suit or court action regarding this complaint?

Yes No

Have you hired an attorney with respect to this complaint?

Yes No

I request that the Organization investigate this complaint of harassment in a timely manner and advise me of the results of the investigation.

Signature: Date: