

# National Association of State Veterans Homes

## **Section 1 -Anti-Discrimination Policy**

Equal employment opportunity is the law. In accordance with state and federal laws and executive orders, it is the policy of the National Association of State Veterans Homes (NASVH) not to discriminate on the basis of race, gender, color, national origin, religion, age, sex, certain genetic information, or disability.

1A Anti-Discrimination in Employment. The Association is an "equal opportunity employer." The Association will not discriminate and will take "affirmative action" measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment on the bases of race, creed, color, national origin, or sex. All hiring decisions will be based on characteristics related to valid job requirements and individual performance.

1B Reasonable Accommodation for Employees with Disabilities. It is the policy of the Association to provide reasonable accommodations for any employee or applicant who is a Qualified Individual with a Disability. The Association and its employees will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations. The Association shall provide reasonable accommodations in a timely and cost-effective manner. An employee seeking a reasonable accommodation shall make a request, specifying the suggested accommodation, to the NASVH President. Due to the nature and complexity of laws addressing this subject, the NASVH President shall consult with the Past Presidents and 1<sup>st</sup> Vice President whenever reasonable accommodation situations arise.

1C Civil Rights Complaints by Members. Employees, contractors, and executive committee leaders shall immediately report complaints, whether written or oral and from any source, regarding discrimination or any other violation of a member's civil rights to the NASVH President. If that person is not available, or if the member feels it would be unproductive to inform that person, the member should immediately contact any person on the Executive Committee. Due to the nature and complexity of laws addressing this subject, the NASVH President shall consult with the Past Presidents and 1<sup>st</sup> Vice President.

## **Section 2 -Anti-Harassment Policy**

The Association is committed in all areas to providing a work environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion, or any other legally protected characteristics will not be tolerated. All employees, contractors and Executive Committee members are expected and required to abide by this policy. No person will be adversely affected in membership with the Association as a result of bringing complaints of unlawful harassment. Where appropriate, disciplinary action will be taken against any employee who violates this policy.

### 2A Harassment Defined.

2A1 Harassment. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, gender, color, religion, national origin, age, or disability or that of his or her relatives, friends, or associates, and that:

- Has the purpose or effect of creating an intimidating, hostile or offensive working environment.
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities.
- Harassing conduct includes, but is not limited to, the following:
  - Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, gender, color, religion, national origin, age or disability; and

- Written or graphic material that denigrates or shows aversion or hostility toward an individual or group because of race, color, religion, national origin, age or disability and that is placed on walls, bulletin boards, electronic communications, or elsewhere on the Division's premises or circulated in the workplace.

2A1 Sexual Harassment. Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons it is targeted toward. Examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures. Use of the employer's computer system for the purpose of viewing, displaying, or disseminating material that is sexual in nature may also constitute harassing behavior.

## 2B Reporting Harassment, Investigation and Resolution

2B1 Filing a Complaint. If an employee, contractor, or member feels that he or she has been harassed on the basis of his or her sex, race, national origin, ethnic background, or any other legally protected characteristic they should immediately report the matter to the NASVH President. If that person is not available, or if the employee, contractor, or member feels it would be unproductive to inform that person, the employee, contractor, or member should immediately contact any person on the Executive Committee.

Once the matter has been reported it will be promptly investigated. Due to the nature and complexity of laws addressing this subject, the NASVH President shall consult with the Past Presidents and 1<sup>st</sup> Vice President whenever harassment situations arise.

All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances.

2B2 Action and Resolution. If the investigation reveals that the complaint is valid, the Association will take prompt action designed to stop the harassment immediately and to prevent its recurrence. Any necessary corrective action will be taken where appropriate.

2B3 Retaliation. Retaliation against any complaining employee, member, contractor, witness, or anyone involved in a complaint is strictly prohibited. Employees and members should immediately report any retaliation under the complaint procedure set forth in this policy.