

NON-DISCRIMINATION AND SEXUAL HARASSMENT POLICY

Har HaShem is committed to providing a work environment free from discrimination and harassment of its employees based on race, color, gender, marital status, sexual orientation, religion, age, national origin, ancestry, disability, genetic information, or any other characteristic protected by applicable state and federal law. Har HaShem will not tolerate any type of harassment or discrimination of its employees by anyone, including any congregant, supervisor, co-worker, vendor, client, customer or other authorized visitor.

Definition of Sexual Harassment

Sexual Harassment is defined as any unwelcome sexual advance, request for sexual favor, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct explicitly or implicitly becomes a term or condition of an individual's employment; (2) such conduct substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment; or (3) submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.

Other forms of unlawful harassment include, but are not limited to:

- **Verbal harassment:** epithets, derogatory comments or slurs, name-calling, sexually explicit or graphic words or jokes, comments about an employee's anatomy, questions about a person's sexual practices.
- **Physical Harassment:** touching, poking, assault, impeding or blocking movement, or any physical interference with normal work or movement directed at an individual.
- **Visual Harassment:** derogatory posters, calendars, cartoons, e-mails, drawings, magazines, books or obscene material, leering, staring, sexual pictures, or other objects.

Harassment is extremely serious misconduct and may result in disciplinary action, up to and including termination of employment.

Complaint and Reporting Procedure

If you believe you have experienced harassment or discrimination or if you have knowledge of harassment or discrimination of another employee, you have the responsibility to immediately report the incident to the Executive Director or the Chair of the Personnel Committee. If you are uncomfortable reporting the incident to the above individuals, or those individuals are the subjects of your complaint, report the incident to the Senior Rabbi. Employees are encouraged to report the complaint immediately, to provide as much detail as possible and to produce the initial report in writing, if possible.

Investigations

Har HaShem will investigate all reports of discrimination, harassment and retaliation promptly, thoroughly, and impartially. Har HaShem will undertake an investigation ensuring confidentiality to the greatest extent possible. An employee who is found to have engaged in unlawful discrimination, harassment or retaliation will be subject to immediate discipline up

to and including termination. Anyone who knowingly fails to report an incident of unlawful discrimination, harassment or retaliation may also be subject to disciplinary action.

No Retaliation

Har HaShem expressly prohibits any form of retaliation against any employee availing themselves of the benefits of this procedure. Retaliation is a violation of this policy and will result in discipline, up to and including termination. No employee will be discriminated against or discharged because of a good faith bringing or assisting in an investigation involving sexual or other unlawful harassment or discrimination.