

Youth On Their Own Anti-Discrimination and Anti-Harassment Policy

YOTO strictly prohibits and does not tolerate harassment based on race, color, gender/sex, religion, age, national origin, disability, pregnancy, genetic information, sexual orientation, veteran status, or any other characteristic protected by federal, state, or local laws. All employees, other workers, and representatives (including vendors, clients, volunteers, and visitors) are prohibited from harassing employees and other covered persons based on that individual's sex (including pregnancy), sexual orientation, or gender and regardless of the harasser's sex or gender.

Sexual harassment means any harassment based on someone's sex or gender. It includes harassment that is not sexual in nature (ex. offensive remarks about an individual's sex or gender), as well as any unwelcome sexual advances, requests for sexual favors, or any other conduct of a sexual nature, when any of the following is true:

- Submission to the advance, request, or conduct is made either explicitly or implicitly a term or condition of employment.
- Submission to or rejection of the advance, request, or conduct is used as a basis for employment decisions.
- Such advances, requests, or conduct have the purpose or effect of substantially or unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.

YOTO will not tolerate any form of sexual harassment, regardless of whether it is:

- Verbal (ex. epithets, derogatory statements, slurs, sexually-related comments or jokes, unwelcome sexual advances, or requests for sexual favors).
- Physical (ex. assault or inappropriate physical contact).
- Visual (ex. displaying sexually suggestive posters, cartoons, or drawings, sending inappropriate adult-themed gifts, leering, or making sexual gestures).

This list is illustrative only, and not exhaustive. No form of sexual harassment will be tolerated. Our "zero tolerance" anti-harassment policy applies to all persons involved in our operations and prohibits harassment by any employee, client, volunteer, contractor, vendor, or visitor. This policy also applies to work activities outside our premises, our vehicles, our job sites, and other locations used for business purposes. Harassment in any form, including verbal, physical, threats, demands, and retaliation, is prohibited.

A. Other Types of Harassment

YOTO's anti-harassment policy applies equally to harassment based on race, sex, color, religion, gender, national origin, disability, age, genetic information, or any other characteristic protected under applicable federal, state, or local law.

B. Complaint Procedure

YOTO is committed to taking reasonable steps to prevent discrimination and/or harassment from occurring and will take prompt and appropriate action when it knows that unlawful discrimination and/or harassment has occurred. To do this, however, we need the cooperation of all employees. Employees must immediately report suspected incidents of discrimination and/or harassment and other violations of this policy. The report should be made to the Director of Human Resources or any member of management. An accurate record of objectionable behavior or misconduct is generally needed to resolve a formal complaint of harassment. As a result, YOTO may ask employees who file complaints to put their concerns in writing or to verify that notes taken by an investigator are an accurate summary of the employee's concerns. All such reports will remain confidential to the extent reasonably permitted by the investigation.

All complaints of harassment will be investigated promptly. The investigation may include interviews with the complainant, the alleged harasser, and any witnesses. Every effort will be made to investigate the complaint within ten (10) business days.

If we determine that harassment has occurred, we will take appropriate disciplinary action which will be designed to address the conduct and deter future harassment. We encourage all employees to report all incidents prohibited by this policy immediately so that complaints can be quickly and fairly resolved. This includes all victims and witnesses.

YOTO will directly and thoroughly investigate the facts and circumstances of all claims of perceived discrimination, harassment, and/or retaliation, and will take prompt corrective action, if appropriate.

C. No Retaliation

No one will be subject to any form of discipline, reprisal, intimidation, or retaliation for good faith reporting of incidents of discrimination, harassment, or retaliation of any kind, pursuing any discrimination, harassment, or retaliation claim, or cooperating in related investigations. This policy also applies to any other reporting, pursuit of claims, investigations, or other activity protected by law.

D. Supervisor/Subordinate Relationships

In an effort to avoid any actual or perceived favoritism, we prohibit romantic relationships between supervisors and their department staff. Should such a situation develop, alternative options will be pursued which may include reassignment, transfer, or termination. If a romantic or sexual relationship between a supervisor/manager and an employee they supervise should develop, the supervisor/manager and employee must promptly disclose the existence of the relationship to the Director of Human Resources.