

WORKPLACE HARASSMENT

Alcoholics Anonymous Chicago Area Service Office (CASO) recognizes its responsibility under the law to maintain a hostility free working environment. It is expected that all CASO representatives (staff, board, volunteer, etc.) act responsibly in keeping the work environment free of harassment. All CASO employees and representatives who violate this policy will be subject to discipline, up to and including termination. The following harassment is illegal under the law:

- a. For any person, male or female, to harass an employee, participant, resident, volunteer, or guest by making unwelcome sexual advances, request for sexual favors or other verbal or physical conduct of a sexual nature.
- b. For any harassment to be directed toward another employee, participant, resident, volunteer, or guest on the basis of race, sexual orientation, color, religion, national origin, age or disability, or because of the race, sexual orientation, color, religion, national origin, age or disability of relatives, friends or associates or other prohibited category.
- c. Obscene gestures; displaying sexually graphic magazines, calendars, or posters; displaying derogatory cartoons, posters and drawings.
- d. Sending sexually explicit emails or voice mail; and other verbal or sexual nature, such as uninvited touching of a sexual nature or sexually related comments

Unacceptable Conduct, depending on the circumstances, can also include but not limited to:

- a. Sexual joking; vulgar or offensive conversation or jokes.
- b. Commenting about an employee's physical appearance.
- c. Conversation about your own or someone else's sex life.
- d. Teasing or other conduct directed toward a person regarding his or her sexual orientation or because of their gender or gender identity which could create a unprofessional and hostile working environment.

Any individual who feels that they have been the subject of harassment by supervisors, co-workers, visitors, volunteers, vendors, participants or others should report the incident immediately to the Office Manager or to Finance Chair or to whomever individual feels most comfortable communicating this complaint; if the complaint is against the Office Manager make the report to the Board President, which is the current Area Chair.

CASO understands that bringing a harassment complaint may be a particularly difficult thing to do. All reports will be considered and investigated in as confidential a manner as possible, while allowing CASO to meet its legal obligation.

Any request not to investigate a reported violation of this policy cannot be honored; CASO is legally obligated to investigate all reports or complaints.

The individual making the charge will generally be interviewed first and informed of the need to begin an investigation. During this interview, the individual making the claim will be expected to give an account of events, names of people involved or other witnesses to be interviewed and provide any documents and other information pertinent to investigation. Depending on the nature and severity of the allegations, the individual may be transferred temporarily to another shift or location to the extent such change does not

materially alter the individual's terms and conditions of employment, or the individual may be directed to stay home from work, generally with pay, if CASO decides it is in the individual's best interest for them to remain away from the workplace during the investigation.

The alleged harasser will generally be interviewed. Depending on the nature of the claim, the alleged harasser may be suspended with or without pay, or transferred to another location or shift, during the investigation. The alleged harasser may not retaliate against the person who made the report. CASO will not allow any form of retaliation against individuals reporting unwelcome conduct to management or who cooperate in the investigation of such reports in accordance with this policy. Retaliation is unlawful. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.

Other individuals will be interviewed as necessary and are subject to the confidentiality policy stated herein.

Given the sensitive nature of these claims, individuals involved in an investigation are expected to refrain from discussing it with their co-workers or anyone else.

If it is found, after the investigation, CASO determines that the complaint has merit, , action will be taken, up to and including immediate termination. The investigation will be documented, and documentation will be distributed to all appropriate parties at the conclusion of the investigation.

No one who makes a harassment report in good faith shall be disciplined for doing so. CASO, however, also recognizes that false accusations of illegal harassment can have serious effects on innocent people. Accusations that are found to be false will result in disciplinary action toward the accuser, up to and including termination.

EQUAL EMPLOYMENT STATEMENT

CASO is an Affirmative Action, Equal Opportunity Employer that values and actively seeks diversity in its workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, genetic information, marital status, sexual orientation, gender identity or expression, citizenship, pregnancy or maternity, national origin, status as an individual with disability, age, ancestry, protected veteran status, or any other status protected by applicable federal, state or local law.

This policy applies to all phases of human resources activities (recruiting, employing, training, and promoting), in compliance with the Illinois Human Rights Act, federal civil rights laws, Section 504 of the Rehabilitation Act of 1973, the Illinois and US Constitutions, and the Americans with Disabilities Act of 1990, and all other applicable local, state and federal laws.

Additionally, CASO will not discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, and other terms, conditions and privileges of employment. CASO will make reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless such accommodation would impose undue hardship on CASO operations.

DISCRIMINATION AND HARASSMENT

The diversity of CASO employees is a tremendous asset. We are firmly committed to providing equal opportunity in all aspects of employment and will not tolerate any illegal discrimination or harassment of any kind. Examples include derogatory comments based on age, race, religion, sex, ethnic or other characteristics as well as unwelcome sexual misconduct. Please refer to the organization's Workplace Harassment Policy.

This policy also applies to the provision of volunteer services within the CASO. CASO strives to promote multi-cultural representation as well as racial and ethnic diversity on its Board of Directors and its staff.

WORKPLACE VIOLENCE

There will be **zero tolerance** of acts or threats of violence in our workplace. CASO is dedicated to maintaining a safe work environment that is free from all forms of violence, including verbal and physical threats, intimidation, bullying, and otherwise abusive or harassing behavior.

Any violent behavior or behavior that creates a climate of violence, hostility, or intimidation will not be tolerated, regardless of origin. Proactive measures will be taken to minimize the potential for violent acts. Each and every act or threat of violence will result in an immediate and firm response that could include termination from employment with CASO.

This applies to all CASO employees as well as third parties such as vendors, customers, temporary personnel, and visitors. In order to achieve an environment consistent with this standard, this policy may go above and beyond the standards established by applicable law. In addition, under this policy, employees are responsible for reporting acts or threats of violence to the Manager or Chair of Area/Finance.

This policy includes, but is not limited to, the following behaviors and situations:

- Violent or threatening physical contact (including fights, pushing, and physical intimidation.)
- Direct or indirect threats
- Threatening, abusive or harassing phone calls
- Possession of a weapon on company property
- Destructive or sabotaging actions against company or employees' personal property
- Stalking
- Violation of a restraining order
- Threatening acts or abusive language that leads to tension within the work environment

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on CASO property shall be removed from the premises as quickly as safety permits, and shall remain off the premises pending the outcome of an investigation.

Anyone can report concerns or incidents to the Manager or Chair of Area/Finance or any member of Broad. CASO will initiate an appropriate response. This response may include, but is not limited to, termination of employment and/or criminal prosecution of the person(s) involved.

EMPLOYEES RIGHTS

Employees have the right to legal services, including governmental, available to employees who may be victims of sexual harassment.

Chicago Commission on Human Relations

740 N. Sedgwick, 4th Floor

Chicago, IL 60654

312-744-4111

cchr@cityofchicago.org

U.S. Equal Employment Opportunity Commission (EEOC)

Chicago District Office

230 South Dearborn St., Suite 1866

Chicago, Illinois 60604

321-872-9744

866-740-3953 (TTY)

<https://publicportal.eeoc.gov/Portal/Login.aspx>

Illinois Department of Human Rights

555 W. Monroe Street, Suite 700

Chicago, IL 60601

312-814-6200

312-740-3953 (TTY)