



The following Non-Discrimination Policy and Non-Harassment Policy apply to all employees, independent contractors, and volunteers of the Yamhill Enrichment Society (“YES”).

A. Non-Discrimination Policy

YES does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, sexual orientation, national origin (ancestry), age, disability, genetic information, disability, military or veterans status, marital status, or any other status protected by applicable federal, Oregon, or local law. These activities include, but are not limited to, hiring and firing of staff, independent contractors, selection of volunteers and vendors, and provision of services. YES is committed to providing an inclusive and welcoming environment for all members of our staff, board of directors, committee members, volunteers, vendors, and those serviced by YES.

YES is an equal opportunity organization. We 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 against any employee, independent contractor, job applicant, or volunteer on the bases of race, color, religion (creed), gender, gender expression, sexual orientation, national origin (ancestry), age, disability, genetic information, disability, military or veterans status, marital status, or any other status protected by applicable federal, Oregon, or local law.

B. Non-Harassment Policy

YES prohibits harassment of any kind in the workplace, or harassment outside of the workplace that violates its employees’, independent contractors’, or volunteers’ right to work in a harassment-free workplace.

This policy applies to and prohibits sexual or other forms of harassment that occur during working hours, during organization-related or sponsored trips (such as conferences or work-related travel), and during off-hours when that off-duty conduct creates an unlawful hostile environment for any of YES's employees, independent contractors, or volunteers. This policy also provides protection to YES employees, independent contractors, and volunteers who are unlawfully harassed during working hours by individuals who are not employed by YES, such as elected officials, members of the community, and vendors.

Sexual Harassment

Sexual harassment has been defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature (regardless of whether such conduct is "welcome"), when:

1. submission to such conduct is made either implicitly or explicitly a term or condition of employment, service, or volunteering;
2. submission to or rejection of such conduct by an individual is used as the basis for employment, service, or volunteering decisions affecting such individual;
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Some examples of conduct that could give rise to sexual harassment are unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess, or deficiency; leering, whistling, touching, assault, sexually suggestive, insulting, or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; or discriminatory treatment based on sex. This is not a complete list.

Other Forms of Prohibited Harassment

Other forms of prohibited harassment under YES policy and Federal and Oregon law include harassment against an individual based on the individual's race, color, religion (creed), gender, gender expression, sexual orientation, national origin (ancestry), age, disability, genetic information, disability, military or veterans status, marital status, and any other status protected by applicable law.

Such harassment may include verbal or physical conduct that denigrates or shows hostility towards an individual because of any protected status, such as jokes, pictures (including drawings), epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that

relate to a protected class, or written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the protected status.

Complaint Procedure

Each member of the board of directors is responsible for creating an atmosphere free of discrimination and harassment. Further, all employees, independent contractors, and volunteers are responsible for respecting the rights of their co-workers and co-volunteers and strictly adhering to the letter and spirit of this Policy. All employees, independent contractors, and volunteers are encouraged to discuss this policy with their supervisor or the YES President at any time if they have questions relating to the issues of discrimination or harassment.

If you believe that you have experienced any harassment or discrimination, you are expected and required to bring the matter to the attention of your supervisor or the President as soon as possible. If you believe that it would be inappropriate to discuss the matter with your supervisor or if you are uncomfortable discussing the issue with your supervisor, you may bypass your supervisor and report the matter directly to the President

In addition, any employee, independent contractors, or volunteer who observes any conduct that he or she believes constitutes harassment or discrimination, or who receives information about these types of incidents that may have occurred, must immediately report the matter to the YES President.

Investigation

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with YES's need to investigate the complaint and address the situation. If conduct in violation of this Policy is found to have occurred, YES will take prompt, appropriate corrective action, and any employee, independent contractors, or volunteer found to have violated this Policy will be subject to disciplinary action, up to and including termination of employment or service.

Protection Against Retaliation

YES prohibits retaliation in any way against any employee, independent contractors, or volunteer because the employee, independent contractors, or volunteer has made a good-faith complaint pursuant to this Policy, has reported (in good faith) harassing or discriminatory conduct directed at others, or has participated in an investigation of such conduct. Any employee, independent contractors, or volunteer who is found to have retaliated against another employee, independent contractors, or volunteer in violation of this Policy will be subject to disciplinary action up to and including termination of employment or service.

Confidentiality

All complaints under this Policy will be treated as confidentially as is possible under the circumstances and as is consistent with Organization’s need to investigate and respond to the complaint.

Adopted: February 6, 2019

Susan Sokol Blosser, YES President

I hereby acknowledge receipt of the YES Non-Discrimination Policy and Non-Harassment Policy and acknowledge that I have read such policies.

Date: _____

Signature: _____

Print Name: _____