

SBN Non-discrimination, Harassment, and Workplace Violence Statements and policies

This document includes:

- Non-discrimination and Harassment and Workplace Violence Prevention Statements
- Non-discrimination Policy
- Harassment and Workplace Violence Prevention Policy
- Reference to Federal Equal Opportunity Law
- Reference to State Equal Opportunity Law

Purpose: To establish uniform guidelines in order to promote a work and membership environment at SBN that is free of discrimination and harassment, and to affirm the organization's commitment to equal opportunity.

Non-discrimination Statement

SBN is an equal employment opportunity employer and will comply with [state](#) and [federal](#) laws that prohibit discrimination, all as amended.

Unlawful discrimination has no place at SBN and offends the organization's core values which include a commitment to equal opportunity and inclusion. All SBN employees, board directors, members, and volunteers are expected to join with and uphold this commitment.

The Sustainable Business Network of Greater Philadelphia (SBN) does not discriminate in its programs or activities on the basis of race, color, religion or religious creed, gender identity and/or expression (including a transgender identity), age, national or ethnic origin, ancestry, disability, marital status, sexual orientation, or military status, genetic information (including family medical history), or any other characteristic (including pregnancy, AIDS or HIV status, sexual harassment and other sexual misconduct including status as a victim of acts of sexual violence such as rape, sexual assault, sexual exploitation and coercion) protected under applicable federal, state or local law in any of its activities or operations. Retaliation is also prohibited. [Read the full policy >](#)

Harassment and Workplace Violence Prevention Statement

SBN is concerned for the health and well-being of each employee, volunteer, and participant. All employees, board directors, volunteers, members and event attendees should be treated with courtesy and respect at all times. SBN is committed to providing a workplace that is safe and free from harassment, intimidation, and any acts of violence or threats of violence in any form. SBN will not tolerate any type of harassment or violence of its employees, board members, volunteers, vendors/ business partners or clients/consumers. [Read the full policy >](#)

Any member of the SBN community has the right to raise concerns or make a complaint regarding discrimination or harassment under these policies without fear of retaliation. Any and all inquiries regarding the application of this statement and related policies may be referred to: Anna Shipp, Executive Director at anna@sbnphiladelphia.org or the SBN Board Personnel Committee at sbnboardpersonnelcommittee@gmail.com.

Non-discrimination Policy

Adopted by the Board of Directors on July 26, 2019

The Sustainable Business Network of Greater Philadelphia (or SBN, legally known as Sustainable Business Education Initiative, Inc.) does not and shall not discriminate on the basis of race, color, religion or religious creed, gender identity and/or expression (including a transgender identity), age, national or ethnic origin, ancestry, disability, marital status, sexual orientation, or military status, genetic information (including family medical history), or any other characteristic (including pregnancy, AIDS or HIV status, status as a victim of sexual harassment and other sexual misconduct including acts of sexual violence such as rape, sexual assault, sexual exploitation and coercion) protected under applicable federal, state or local law in any of its activities.

These activities include, but are not limited to, hiring and firing of staff, wage negotiations, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and members.

SBN is an equal opportunity employer. We will not discriminate or tolerate discrimination in any form. SBN will take measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, religion or religious creed, gender identity and/or expression (including a transgender identity), age, national or ethnic origin, ancestry, disability, marital status, sexual orientation, or military status, genetic information (including family medical history), or any other characteristic (including pregnancy, AIDS or HIV status, status as a victim of sexual harassment and other sexual misconduct including acts of sexual violence such as rape, sexual assault, sexual exploitation and coercion) protected under applicable federal, state or local law in any of its activities.

Any member of the SBN community has the right to raise concerns or make a complaint regarding discrimination under this policy without fear of retaliation. Any and all inquiries regarding the application of this statement and related policies may be referred to: Anna Shipp, Executive Director at anna@sbnphiladelphia.org or the SBN Board Personnel Committee at sbnboardpersonnelcommittee@gmail.com.

What is unlawful discrimination?

Unlawful discrimination is the unfair or unequal treatment of an individual or group based on certain characteristics that are specifically protected by law or SBN. Specifically, at SBN, discrimination is prohibited based on race, color, religion or religious creed, gender identity and/or expression (including a transgender identity), age, national or ethnic origin, ancestry, disability, marital status, sexual orientation, or military status, genetic information (including family medical history), or any

other characteristic (including pregnancy, AIDS or HIV status, sexual harassment and other sexual misconduct including acts of sexual violence such as rape, sexual assault, sexual exploitation and coercion) protected under applicable federal, state or local law. In addition, SBN prohibits retaliation against a person or group for reporting about discrimination or for participating in the investigation of such a complaint.

Processes and Procedures

SBN will provide for prompt, thorough and impartial investigation of complaints as well as prompt, effective, corrective, and preventive action when necessary. Individuals who file internal complaints will be notified about the status of their complaint, the results of the investigation and any corrective and preventive action taken.

This non-discrimination policy will be distributed through board policy manuals, and employee handbooks, during employee orientations and training programs, in the workplace, visible to all employees and job applicants, and website.

Rights and Responsibilities

Allegations of sexual harassment and other forms of sexual misconduct that are observed or learned about must be promptly reported to “responsible individuals” of SBN. SBN defines “responsible individuals” to include managers, board directors, supervisors and officials with significant responsibility for SBN activities”.

Duty to Cooperate

Staff, board directors, and interns must cooperate with SBN investigations concerning allegations of discrimination or harassment. Refusal to cooperate with an investigation may result in disciplinary action. Please contact Anna Shipp at anna@sbnphiladelphia.org or the SBN Board Personnel Committee at sbnboardpersonnelcommittee@gmail.com if you have any questions or concerns about your cooperation.

Freedom from Retaliation

Any member of SBN community has the right to raise concerns or make a complaint regarding discrimination or harassment under this policy without fear of retaliation. It is a violation of SBN policy to retaliate against an individual for filing a complaint of discrimination or harassment or for cooperating in an investigation of alleged discrimination or harassment. Any person at SBN found in violation of this policy is subject to disciplinary action up to and including termination of employment or expulsion from SBN. If you have any questions or concerns about this, please contact Anna Shipp at anna@sbnphiladelphia.org or the SBN Board Personnel Committee at sbnboardpersonnelcommittee@gmail.com.

Confidentiality

SBN recognizes the importance of confidentiality and understands that some individuals filing complaints of harassment/discrimination or who are otherwise involved in an investigation may want their identity to remain anonymous and/or confidential. In all cases, issues of confidentiality must be balanced against SBN's need to investigate and take appropriate action.

Consequences

Any person at SBN found in violation of this policy is subject to disciplinary action up to and including termination of employment or expulsion from SBN. If you have any questions or concerns about this, please contact Anna Shipp at anna@sbnphiladelphia.org or the SBN Board Personnel Committee at sbnboardpersonnelcommittee@gmail.com.

Harassment and Workplace Violence Prevention Policy

Adopted by the Board of Directors on July 26, 2019

SBN is concerned for the health and well-being of each employee, volunteer, and participant. All employees should be treated with courtesy and respect at all times. SBN is committed to providing a workplace that is safe and free from harassment, intimidation, and any acts of violence or threats of violence in any form. SBN will not tolerate any type of harassment or violence of its employees, board members, volunteers, vendors/ business partners or clients/consumers. This includes any form of electronic communication.

As used in this policy, the term "harassment" includes sexual as well as harassment based on any protected classification such as a person's race, color, sex, sexual orientation, size, religion, ethnic heritage, mental or physical disability, age and/or appearance. Any behavior that fosters a hostile work environment is prohibited.

Examples of prohibited conduct include racial and ethnic slurs, making offensive references to stereotypes, or jokes about characteristics protected by law. It is not considered harassment, discrimination or other behavioral misconduct of any sort for SBN or a supervisor to enforce job performance and standards of conduct in a consistent manner.

Anti-Bullying

Bullying goes beyond the single episode of teasing or fighting. Bullying is a pattern of behavior in which the bully attempts to intimidate his or her victim. Examples of bullying behavior range from teasing, to extortion, to physical assault, this includes any form of electronic communication.

At SBN all forms of bullying are strictly prohibited. Participants who are observed or discovered to be engaged in bullying are subject to disciplinary procedures.

Workplace Violence

Workplace violence is defined as performing actions or using words that endanger or harm another employee or result in another employee having a reasonable belief that they are in danger. Any conduct which makes an individual feel endangered is in violation of this policy.

Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from SBN premises and training sites without proper authorization.

Examples of workplace violence amounting to behavioral misconduct include but are not limited to

- verbal or physical threats
- assaults or other violence
- any behavior that causes others to feel unsafe such as bullying, shouting, or name calling
- belligerent, threatening or offensive comments
- hitting, pushing, or other similar physical contact, including touching or threats to take such action
- gestures or the display of offensive signs or pictures
- other aggressive behavior

Conduct that threatens, intimidates, or coerces another employee, a customer, a board member, or a member of the public at any time will not be tolerated, this includes any form of electronic communication.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Harassment

SBN is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated. SBN provides ongoing sexual harassment training to ensure an environment free of sexual and other unlawful harassment.

Any action may be considered harassing if it:

1. creates a hostile, intimidating or offensive work environment;
2. unreasonably interferes with an employee's or board member's work performance; or
3. adversely impacts an individual's employment opportunities.

An employee's conduct will be considered unwelcome and in violation of this policy when the employee should have known that the conduct was unwelcome, or when the person subjected to the conduct voiced his or her objection.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. This includes any form of electronic communication. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment or volunteering decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Reporting, Investigation and Disciplinary Action of Bullying, Violence or Harassment

SBN urges any employee or volunteer who believes that they have been treated in violation of this Policy to first consider telling the offending party that his/her conduct or behavior is inappropriate.

However, if an employee or volunteer is not comfortable confronting the offending party, they should immediately report the matter to: a) His/her immediate supervisor; or b) The Executive Director; or c) if the Executive Director is involved, the Board Chair or any Board Member. Reporting disputes or differences with other employees should be done before the situation escalates.

SBN is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns. All allegations of harassment will be quickly and discreetly investigated. No employee who makes a good faith allegation will be subject to retaliation. Nor will any employee be retaliated against for participating in any investigation of inappropriate conduct. Retaliation in response to reports of sexual or other unlawful harassment will not be tolerated and will be subject to disciplinary action, up to and including termination of employment.

The investigation will generally consist of interviews with witnesses to the event/conduct, including the complainant and the alleged harasser. To the extent possible, confidentiality of the person reporting, of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the complainant and the alleged wrongdoer will be informed of the outcome of the investigation.

SBN will take prompt disciplinary action in response to policy violations. Disciplinary action may include termination of employment. If you have questions about this policy, contact the Executive Director for additional information.