



of Greater
Indianapolis

ANTI-HARASSMENT & DISCRIMINATION POLICY

Consistent with our policy of equal employment opportunity, Girls Inc. of Greater Indianapolis will not tolerate harassment in the workplace based on race, color, sex, religion, national origin, citizenship, pregnancy, sexual orientation, gender identity, age, disability, genetic information, military status, political belief, or any other characteristic protected by law. This policy applies to all prospective and current employees, volunteers, clients, and agents of Girls Inc. of Greater Indianapolis, including the President & CEO and the Board of Directors.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature that is inappropriate to a work setting. No one shall threaten or insinuate, either explicitly or implicitly, that another employee's, applicant's, intern's, board member's, or volunteer's refusal to submit to sexual advances will adversely affect that person's employment, work status, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. Similarly, no employee shall promise, imply or grant any preferential treatment to another employee, applicant, intern or volunteer for engaging in sexual conduct.

Sexual harassment includes, but is not limited to, unwelcome sexual flirtations, advances, subtle pressures or propositions, verbal abuse or requests of a sexual nature, unnecessary touching of an individual, graphic or verbal commentaries about an individual's body, sexually degrading words used to describe an individual, display in the workplace of sexually suggestive and unwelcome objects or pictures, displaying sexually explicit sites on the Internet, sexually explicit or offensive jokes, or physical harassment or assaults of a sexual nature.

Harassment based on a person's sexual orientation will not be tolerated and includes any and all types of unwelcome verbal abuse or degrading language used to describe an individual's sexual orientation, threats or acts of physical violence, or any other acts of verbal or physical intimidation directed at any individual based upon that individual's sexual orientation. No one shall threaten or insinuate, either explicitly or implicitly, that another employee's, applicant's, intern's, board member's or volunteer's sexual orientation will positively or adversely affect that person's employment, work status, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment.

It is the policy of Girls Inc. of Greater Indianapolis to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Girls Inc. of Greater Indianapolis prohibits any such discrimination or harassment.

We strive to provide all employees, volunteers, and clients with an environment that is free of harassment or other unreasonable interference with the performance of their duties. We aspire to be a community in which mutual respect guides our day-to-day interactions. In our work environment, there is no place for conduct that demeans or belittles another person. For these reasons, **harassment of any kind is unacceptable.**

Complaint Procedure

Girls Inc. of Greater Indianapolis strongly urges the reporting of all incidents of suspected unlawful discrimination, harassment or retaliation, regardless of the offender's identity or position. Any prospective or current employee, volunteer, or client who feels that they are a victim of or a witness to harassment, including but not limited to, any of the conduct listed above, by any supervisor, another employee, or any other person in connection with employment at Girls Inc. of Greater Indianapolis must bring the matter to the immediate attention of the President & CEO. In the event harassment involves the President & CEO, then the complaint should be brought to the attention of the Board Chair. All complaints of sexual harassment will be promptly investigated in as confidential a manner as possible.

_____ by initialing this statement, I acknowledge that I have read, understand, and will comply with the Girls Inc. of Greater Indianapolis Anti-Harassment and Discrimination Policy.

Signed: _____

Date: _____

Approved: _____

Date: _____

Policy approved by the Girls Inc. of Greater Indianapolis Board of Directors on May 26, 2022.