



The Senior Source's Anti-Harassment Policy

The Senior Source wants all employees to work in an environment free from unlawful harassment. All allegations of unlawful harassment will be actively investigated, and if it is determined that unlawful harassment has occurred, the appropriate disciplining action, up to and including discharge of the offending employee, will be taken.

Unlawful harassment includes verbal, physical and visual conduct that creates an intimidating, offensive, or hostile work environment or interferes with an employee's work performance.

Examples of unlawful harassment include spreading of gossip about an individual or group of individuals, racial slurs, ethnic jokes, posting of offensive statements or posters, unwelcome advances, requests for sexual favors, and other verbal or physical conduct based on membership in a protected class, including age, race, creed, color, national origin, religion, gender, sexual orientation, gender identity or expression, genetic predisposition, carrier status, disability, marital status, Vietnam Era Veteran status or any other category protected under federal, state or local laws. The Senior Source strongly disapproves of and will not tolerate harassment of employees by co-workers, suppliers, volunteers, contractors, or any other persons.

If any employee should ever believe he or she is being unlawfully harassed by anyone on the premises of the Agency, the employee should promptly tell his or her supervisor, or in the case of the President & CEO, report to the Board Chairman. If the employee believes the asserted harassment has been initiated by his or her supervisor, the report should be made to the President & CEO or to the Board Chairman. If after a reasonable period the employee believes inadequate action is being taken, he or she should notify the Board Executive Committee.

The Agency will not tolerate retaliation against any employee for making a complaint of harassment. Any incident of retaliation should be reported in the same manner as an incident of harassment. Retaliation reports will be investigated in the same manner as harassment reports.