



NON-DISCRIMINATION AND HARASSMENT

I. PURPOSE

The purpose of Bridges Oregon's Non-Discrimination, Harassment Policy is to inform directors, volunteers, agents, consultants, applicants, employees, and other participants (collectively "Covered Individuals") as to Bridges Oregon's expectation and desire to create and maintain an environment free from all forms of discrimination and harassment, and to encourage Covered Individuals to come forward with credible information on potential violations of this policy.

II. POLICY

Covered Individuals should be able to work or otherwise participate in Bridges Oregon's environment free from all forms of discrimination and/or harassment. For the purposes of this policy, "discrimination" refers to the unjust or prejudicial treatment of people on the basis of actual or perceived gender, sex, race, religion, creed, color, age, national origin, ancestry, marital status, veteran status, disability, sexual orientation or any other status protected under applicable federal, state or local law. "Harassment" covers a wide range of behaviors of an offensive nature which demeans, humiliates, or embarrasses a person, and it is characteristically identified by its inappropriateness in terms of social and moral reasonableness.

Bridges Oregon will not tolerate discrimination and/or harassment of any individual because of that person's actual or perceived gender, sex, race, religion, creed, color, age, national origin, ancestry, marital status, veteran status, disability, sexual orientation or any other status protected under applicable federal, state or local law.

Bridges Oregon's policy is built around preventive and affirmative actions to ensure fairness and inclusion in all aspects of employment and participation. These aspects include, but are not limited to: recruitment or recruitment advertising, hiring, promotion/demotion/transfer, training, evaluating performance, administering compensation and benefits, layoff/termination.

Actions taken to promote fairness, diversity and inclusion as part of our non-discrimination policy include, but are not limited to:

1. Ensure Covered Individuals are informed regarding EEOC regulations and applicable EEO laws.
2. Post applicable and required EEO notices in the workplace.
3. Maintain hiring and development practices designed to achieve a reasonable representation, including marginalized groups, of Covered Individuals at every level.



4. Review all procedures regularly to ensure they are up-to-date and reflect Bridges Oregon's commitment to equity, inclusion, and representation at all levels. This includes, but is not limited to:
 - a. Recruitment Sources: Bridges Oregon will notify all sources of recruitment, employment agencies, placement bureaus, colleges, universities, labor unions, etc., that it does not discriminate on the above-listed criteria, that Bridges Oregon actively solicits applicants from traditionally marginalized groups and that it will discontinue the use of sources where it appears that direct or indirect discriminatory practices exist.
 - b. Changes in Employee Status: Bridges Oregon will review all procedures relating to transfer, promotion, demotion, and lay-off to ensure all such actions are taken without regard to considerations unrelated to job performance.
 - c. Training: Bridges Oregon will cooperate with available resources in utilizing training programs designed to recruit and maintain qualified individuals to all positions within Bridges Oregon.
5. Maintain or initiate appropriate steps to ensure all Covered Individuals understand Bridges Oregon's obligation under this policy and specifically instruct supervisory personnel in their responsibilities for carrying out this policy.
6. Train Covered Individuals on communication and diversity, as needed.
7. Implement open door practices, so Covered Individuals can report discrimination with greater ease.

III. COMPLAINT PROCEDURES

1. Complaints of discrimination and/or harassment from Covered Individuals in any form should immediately be reported to the ED and/or Board. If the complaint is against the ED, it should be directed to the Board. Complaints may be directed to the ED at chad@bridgesoregon.org or to the President of the Board. Such complaints should include the name of the complainant, the name and/or position of the purported violator of this policy, the complainant's contact information, the date and time of the incident, as well as the nature of the incident. Failure to report discrimination and/or harassment may result in the discrimination and/or harassment continuing and may render Bridges Oregon unable to correct the problem.
2. The ED and/or the Board (as appropriate) will promptly investigate all complaints of discrimination and/or harassment to the extent possible based on the information available. While the complaint and any information gathered in an investigation is considered company-confidential information, the investigation may require disclosure of the identity of those connected to the complaint or of information which could lead to the identification of persons connected to the



complaint. To protect persons who complain of or witness discrimination and/or harassment from reprisals, the ED and/or the Board (as appropriate) will impose immediate and appropriate discipline on any Covered Individual who retaliates against another for submitting a complaint or providing information during the investigation of a complaint.

3. The ED will take corrective action when an employee, volunteer, agent, or consultant, is determined to have violated this policy. The Board shall take corrective action when a director, officer (including the ED) or committee member is determined to have violated this policy. Depending on the nature and severity of the violation, violation of this Policy by an employee of Bridges Oregon may result in disciplinary action, up to and including termination of employment. Violations by directors, committee members or volunteers, may lead to dismissal from the board, committee, or other volunteer placement. Violations by agents or consultants may lead to the termination of engagement with Bridges Oregon. Bridges Oregon reserves the right to take legal action against Covered Individuals who engage in prohibited or unlawful conduct with regard to this Policy.
4. All employees have the right to contact the Civil Rights Division, Oregon Bureau of Labor and Industries and/or the Equal Employment Opportunity Commission with any complaint of unlawful discrimination and/or harassment. Employees may obtain information from the President/CEO.
5. All non-employees participating in have the right to contact the Office for Civil Rights (OCR) by telephone at (800) 368-1019 or TDD: (800) 537-7697, and by email at ocrmail@hhs.gov with any complaint of unlawful discrimination and/or harassment.

IV. TRAINING

Bridges Oregon will conduct seminars on the harassment and discrimination policies and reporting and enforcement procedures, reminding Covered Individuals of what constitutes discrimination and harassment, as well as what happens if there is a violation of Bridges Oregon's policies. At such seminars, Bridges Oregon will distribute these policies and encourage reporting of incidents involving discrimination or harassment, and answer any questions posed by Covered Individuals regarding discrimination, harassment, and Bridges' Oregon's relevant policies and procedures.