



### Anti-Harassment Policy

Habitat for Humanity Chicago expects all staff members and volunteers to be accorded respect and consideration and feel that HFHC provides a safe and productive workplace.

**Prohibition Against Harassment.** HFHC is committed to providing a workplace free of harassment, which includes harassment based on race, color, religion, sex, sexual orientation, national origin, age, physical or mental disability and any other basis of discrimination covered by applicable federal, state or local law. HFHC strongly disapproves of and will not tolerate unlawful harassment of staff members, volunteers, partner families or other individuals with whom HFHC has a business, service or professional relationship by any member of the above listed groups. HFHC's policy is that any form of unlawful harassment (including, but not limited to, verbal, physical and visual harassment) is unacceptable and will not be tolerated. It is the obligation of all HFHC staff members, volunteers, partner families and other individuals with whom HFHC has a business, service or professional relationship to provide an environment free of unlawful harassment. As part of this obligation, all staff members, volunteers, partner families and other individuals with whom HFHC has a business, service or professional relationship are encouraged to report incidents of harassment. Any individual who makes a complaint of harassment or provides information related to such a complaint or incident of harassment will be protected against retaliation. The purpose of this policy is not to regulate our stakeholders' personal morality. It is to assure that, in the workplace, unlawful harassment does not occur.

**Definition of Harassment.** Harassment includes verbal, physical or visual conduct that creates an intimidating, offensive or hostile working environment or that unreasonably interferes with job performance. Additionally, sexual harassment includes any request or demand for sexual favors that is implicitly or expressly a condition of employment or continued employment. Harassment also includes offensive sexual, racial or ethnic slurs, jokes or other similar conduct.

Examples of inappropriate and prohibited workplace behavior include:

- Any conduct that has the purpose or effect of creating an intimidating, hostile or offensive working environment;
- Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where submission to such conduct is made a term or condition of employment or service or is used as the basis for decisions affecting an individual's employment or service;
- Displaying or distributing sexually suggestive objects, pictures, magazines, cartoons or posters;

- Offensive comments, jokes, innuendoes, gestures or other conduct regarding an individual's sex, age, race, color, creed, religion, disability, sexual orientation, citizenship status, national origin, marital status, veteran status or any other characteristics protected by applicable federal, state or local law;
- Inappropriate written communication, such as offensive letters, posters, notes, through e-mail or otherwise; and/or
- Inappropriate or unwelcome physical conduct, such as unwanted touching, grabbing or groping, leering or sexual gestures.

These examples are not intended to be exhaustive and are not meant to exemplify what may or may not be deemed illegal or discriminatory conduct. Rather, they are examples of some of the types of conduct HFHC deems inappropriate for the workplace and will not tolerate.

**Scope of Policy.** This policy covers all HFHC staff members, volunteers, partner families and other individuals with whom staff members have business, service or professional contact through their employment with the HFHC.

Signed:

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company

\_\_\_\_\_  
Emergency Contact

\_\_\_\_\_  
Phone Number