

## **Mental Health Association in Orange County, Inc. (MHA)**



### **NON-HARASSMENT POLICY**

It is MHA's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, religion, sex, marital status, familial status, military or veteran status, age, disability, national origin, ancestry, ethnicity, citizenship, sexual orientation, genetic information, status as a victim of domestic violence, stalking, or sex offenses, or any other status protected by federal, state, or local law. Employees must respect the rights of their coworkers. In addition, that same respect must be held for MHA's program participants and vendors. The purpose of this policy is not to regulate employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

Harassment is any conduct that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; or (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities. Examples include but are not limited to vulgar or offensive conversation or jokes; unwelcome comments about an employee's physical characteristics, religious beliefs, ethnic background, medical condition, or disability; teasing, slurs, threats, derogatory comments, or other similar verbal, non-verbal or physical conduct directed toward a person, which is sufficiently severe or pervasive to create an unprofessional and hostile working environment. Such conduct will be considered to violate this policy regardless of whether it is verbal, physical, visual, or written (including materials transmitted via e-mail, text or instant messages, social media posts, and other electronic means).

Anyone who feels that he or she has been subjected to conduct which violates this policy, should immediately report the matter to their Supervisor, Director of Finance/Human Resources, Maureen Janes at (845) 342-2400, ext. 1223, or the Executive Director, Nadia Allen at (845) 342-2400, ext. 1326. If you are unsure of to whom to raise an issue of harassment, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the Executive Director, Nadia Allen. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, MHA will not allow any form of retaliation against individuals who report unwelcome conduct to management in good faith or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge.

Please note, any harassment identified as Sexual Harassment under the MHA Sexual Harassment Policy will be handled as set forth in the MHA Sexual Harassment Policy. If there is any conflict between this general Harassment Policy and the MHA Sexual Harassment Policy, the terms of the MHA Sexual Harassment Policy will prevail and should be followed.