

CaringMatters Harassment Policy

CaringMatters is committed to maintaining a work environment that is free of harassment of any kind. CaringMatters' harassment policy prohibits volunteers from discriminating against or harassing their colleagues or clients based on race, creed, color, religion, gender, sexual orientation, nationality, citizenship, marital status, age, disability, genetic status, or any other characteristic protected by law. CaringMatters will take immediate steps to address complaints of discrimination or harassment.

Sexual harassment is defined as unwelcome or unwanted sexual conduct; requests for sexual favors; and verbal, nonverbal, or physical conduct of a sexual nature that adversely affects any individual's work terms or conditions or creates an intimidating, hostile, or offensive work environment. Such conduct is strictly prohibited and will not be tolerated.

CaringMatters, Inc. expects the reporting of all perceived incidents of harassment. Anyone who retaliates against the individual who reports harassment will be subject to disciplinary action.

To resolve a complaint of harassment volunteers should notify the executive director who will initiate an investigation. To the extent possible, the complaints, interviews with colleagues, and any documents discovered or generated during the investigation will remain confidential. The results of the investigation will be reported to the Chief Executive Officer and Chair of the Board of Directors, who will determine a course of action. The response may include disciplinary action, up to and including disengagement.

If the alleged harasser is the Chief Executive Officer, a committee of the Board will be established to investigate the complaint and determine a course of action. The committee will be charged with initiating and conducting an investigation within a reasonable period of time. CaringMatters, Inc. will conduct follow-up interviews to ensure that the appropriate steps were taken and the issues resolved. The response may include disciplinary action, up to and including disengagement.

CaringMatters, Inc. encourages all volunteers to report harassment involving CaringMatters, Inc. employees or third parties conducting business with CaringMatters, Inc. The Chief Executive Officer or Chair of the Board of Directors will investigate any such complaints and will determine what, if any, action to take.