

ABI Resources LLC

Anti-Harassment Policy

Definition

Harassment is unwelcome conduct that includes sexual and racial harassment as well as harassment based on any other protected classification such as a person's race, color, sex (including pregnancy), sexual orientation, religion, ethnic heritage, mental or physical disability, age and/or appearance.

Examples of Harassment

Some examples of what may be considered harassment, depending on the facts and circumstances, include the following:

Verbal harassment: derogatory comments regarding a person's race, color, sex, sexual orientation, religion, ethnic heritage, mental or physical disability, age, appearance, or other classification protected by law; threats of physical harm; or distribution of written or graphic material having such effects.

Physical harassment: hitting, pushing, or other aggressive physical contact; touching or threats to take such action; gestures or the display of offensive signs or pictures.

Harassment, as defined above, of any employee, volunteer, client or vendor is strictly prohibited. Prompt reporting of inappropriate conduct is vital to the implementation of this policy. Employees are urged to promptly report policy violations.

Harassment-free Workplace

ABI Resources LLC is committed to maintaining a work environment that's free of discrimination and harassment based on a person's sex, race, age, color, creed, religion, disability, ancestry, national origin or any other classification protected by state or federal laws. All employees should respect the rights, opinions, and beliefs of others. Harassment, because of sex, race, age, color, creed, religion, disability, ancestry, national origin or any other categories addressed in the Connecticut's anti-discrimination laws whether conducted by, or affecting an employee, vendor, client, volunteer, board member, or any other individual connected with ABI Resources LLC is strictly prohibited. Examples of conduct prohibited by this policy include using racial and ethnic slurs, making offensive references to stereotypes, or making jokes about characteristics protected by law. Any such harassment is prohibited by this policy, whether or not the conduct also violates federal or state law. This policy applies to all employees, directors, officers, volunteers, and agents of ABI Resources LLC.

Violation involving Clients

Clients who violate this policy will be subject to disciplinary action or other measures at the discretion of Management, including, but not limited to, ineligibility for services.

Sexual Harassment

Specifically, sexual harassment may be defined as unwelcome verbal, physical, or sexual conduct including, without limitations, sexual advances, demands for sexual favors, or other verbal or physical conduct of a sexual nature.

Unwelcome Conduct

No one may threaten or imply that an employee's submission to or rejection of sexual advances will in any way influence any decision about that staff member's employment, advancement, duties, compensation, or other terms or conditions of employment. No one may take any personnel action based on an employee's submission to or rejection of sexual advances. No one may subject another employee, volunteer, or client to any unwelcome conduct of a sexual nature. This includes both unwelcome physical contact, such as touching, blocking, staring, making sexual gestures, and making or displaying sexual drawings or photographs, and unwelcome verbal conduct such as sexual propositions, slurs, insults, jokes, and other sexual comments. An employee's conduct will be considered unwelcome and in violation of this policy when the employee should have known that the conduct was unwelcome, or when the person subjected to the conduct voiced his or her objection

It is **not** considered harassment of any sort for Management or a supervisor to enforce job performance and standards of conduct in a consistent manner.

Any supervisor who is made aware of a complaint regarding possible harassment must report the complaint to Management; or, if Management is involved, human resources or another Managing Partner.

Violation Involving Vendors

Vendors who violate this policy will be subject to disciplinary action or other measures at the discretion of Management, including, but not limited to, termination of the organization's relationship with the vendor.

Prompt reporting of inappropriate conduct is vital to the implementation of this policy. Employees are urged to promptly report policy violations.

Disciplinary Action

Any employee or volunteer who violates this policy will be subject to disciplinary action at the discretion of Management, including, but not limited to, termination.

Reporting

Prompt reporting of inappropriate conduct is vital to the implementation of this policy. Employees are urged to promptly report policy violations.

No employee who makes a good faith allegation of harassment will be subject to retaliation. Nor will any employee or volunteer be retaliated against for participating in any investigation of harassment in the workplace.

If an employee or volunteer is not comfortable confronting the offending party, he/she should immediately report the matter to: a) His/her immediate supervisor; or b) Management; or c) If Management is involved, Human Resources or another Managing Partner.

Complaint Procedure

If you believe you are the victim of harassment you must immediately report to Rose Varela or Patricia Fondelheit. Also, if you observe harassment you should bring the offensive conduct to ABI Resources LLC's attention. You should make any complaint about harassment directly to one of the two persons previously listed. Complaints of harassment don't need to be in writing, however, in order for ABI Resources LLC to properly investigate the complaint, they cannot be anonymous. It's the policy of ABI Resources LLC that no reprisal, retaliation, or other adverse action will be taken against any complainant for making a good faith report of harassment, or for assisting in an investigation of harassment.

Complaint Investigation

Complaints of harassment will be investigated as promptly as possible. The investigation will involve speaking with persons who are or may have been witnesses to the actions or behavior that is the subject of the complaint. While confidentiality will be maintained to the extent possible, ABI Resources LLC cannot guarantee confidentiality without jeopardizing its ability to thoroughly investigate all complaints.

Upon completion of the investigation the individual who made the complaint will be informed that ABI Resources LLC has either been unable to substantiate the claim or that disciplinary action has been taken.

Retaliation Prohibited

It is also against the ABI Resources LLC's policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

False Allegations

Allegations of harassment within the workplace are a very serious matter. Therefore, any employee or volunteer who knowingly makes false allegations will be subject to disciplinary action at the discretion of Management, including, but not limited to, termination.

ABI Resources LLC will take prompt disciplinary and remedial action in response to policy violations, including breach of confidentiality, retaliatory action, or bad faith allegations. Disciplinary action may include termination of employment. If you have questions about this policy, contact Patricia Fondelheit for additional information.