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HOUSING PROVIDER POLICY REGARDING UNLAWFUL HARASSMENT, DISCRIMINATION, AND RETALIATION

(Adopt This Policy and Maintain for Records for Discrimination Insurance Policy)

All rental housing providers must be committed to providing an environment that is free of unlawful harassment, discrimination, and retaliation. In furtherance of this commitment, all forms of unlawful discrimination and harassment, including: discrimination or harassment on the basis of race, ethnicity, religion, color, sex (including childbirth, breast feeding, and related medical conditions), gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniformed Services of America member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability, or any other category protected by applicable state or federal law is strictly prohibited.

This policy against unlawful harassment, discrimination, and retaliation applies to all employees, including supervisors and managers, as well as to all unpaid interns and volunteers. All ownership, ownership agents, managers, supervisors, and employees from harassing residents, coworkers, as well as clients, vendors, suppliers, unpaid interns, volunteers, independent contractors, and others doing business with the ownership or his, her or their agent is applicable. Any such harassment will subject an employee to disciplinary action, up to and including immediate termination. Additionally, any clients, vendors, suppliers, independent contractors, and others doing business with the ownership or his, her or their agent is prohibited from harassing any residents, employees, unpaid interns, and volunteers.

Examples of Prohibited Sexual Harassment. Sexual harassment includes a broad spectrum of conduct including harassment based on sex, gender, gender transition, gender identity or expression, and sexual orientation. By way of illustration only, and not limitation, some examples of unlawful and unacceptable behavior include:

- Unwanted sexual advances.
- Offering of employment benefit (such as a raise, promotion, or career advancement) in exchange for sexual favors, or threatening an employment detriment (such as termination or demotion) for an employee's failure to engage in sexual activity.
- Visual conduct, such as leering, making sexual gestures, and displaying or posting sexually suggestive objects or images, cartoons, or posters.
- Verbal sexual advances, propositions, requests, or comments.
- Sending or posting sexually related messages, videos or images via text, instant messaging, or social media.
- Verbal abuse of a sexual nature, graphic verbal comments about an individual's appearance, sexually degrading words used to describe an individual, and suggestive or obscene letters, notes, or invitations.
- Physical conduct, such as touching, kissing, groping, assault, or blocking movement.

- Physical or verbal abuse concerning an individual's gender, gender transition, gender identity, or gender expression.
- Verbal abuse concerning a person's characteristics such as pitch of voice, facial hair or the size or shape of a person's body, including remarks that a male is too feminine or a woman is too masculine.

Other Examples of What Constitutes Prohibited Harassment. In addition to the above listed conduct, the ownership or his, her or their agent strictly prohibits harassment concerning any other protected characteristic. By way of illustration only, and not limitation, such prohibited harassment includes:

- Racial or ethnic slurs, epithets, and any other offensive remarks based on a protected characteristic.
- Jokes, whether written, verbal, or electronic that are based on a protected characteristic.
- Mocking or ridiculing another's religious or cultural beliefs, practices, or manner of dress.
- Threats, intimidation, horseplay, or other menacing behavior that are based on a protected characteristic.
- Inappropriate verbal, graphic, or physical conduct.
- Sending or posting harassing messages, videos or images via text, instant messaging, or social media.
- Other harassing conduct based on one or more of the protected characteristics identified in this policy.

Prohibition Against Retaliation. Ownership, and his, her or their agent is committed to prohibiting retaliation against those who themselves or whose family members report, oppose, or participate in an investigation of alleged unlawful harassment, discrimination, or other wrongdoing in the workplace. By way of example only, participating in such an investigation includes, but is not limited to:

- Filing a complaint with a federal or state enforcement or administrative agency.
- Participating in or cooperating with a federal or state enforcement agency investigating alleged unlawful activity.
- Testifying as a party, witness, or accused regarding alleged unlawful activity.
- Making or filing an internal complaint with the Organization regarding alleged unlawful activity.
- Providing notice to the Organization regarding alleged unlawful activity.
- Assisting another employee who is engaged in any of these activities.

Ownership and his, her or their agent are further committed to prohibiting retaliation against qualified residents, employees who request a reasonable accommodation for any known physical or mental disability and employees who request a reasonable accommodation of their religious beliefs and practices.

ADOPTION:

Ownership: _____ **Date:** _____ 20____
Owner / Owner Agent Date Adopted

Printed Name: _____ Title: _____