



Harassment because of religion, race, color, national origin, sex, age, height, weight, handicap, disability, marital status or other legally protected status is unlawful discrimination and is prohibited by state or federal law and the DDD. Violence or threats of violence in the workplace will also not be tolerated.

For purposes of this policy, “harassment” means unwelcome verbal communication or physical contact because of religion, race, color, national origin, sex, age, height, weight, handicap, disability, marital status or other legally protected status, which unreasonably interferes with a person’s work performance or which creates an intimidating, hostile or offensive work environment.

“Harassment” includes “sexual harassment,” which means unwelcome sexual advances, unwelcome requests for sexual favors and other unwelcome verbal or physical conduct or communication of a sexual nature.

The DDD does not condone, either explicitly or implicitly, and will not tolerate, harassment of any kind by anyone in the organization or others including clients, vendors, independent contractors, applicants for employment or visitors to the workplace.

Complaint Procedure

If you believe that you have been the victim of any form of harassment or discrimination in the workplace, you should take the following steps:

- a. Report and discuss the matter with the President, Director of Finance & Administration, or HR Representative;
- b. If you believe the President to be the source or a participant in the harassment, report the incident to the Director of Finance & Administration or the Chair of the Board.

The DDD will investigate and attempt to resolve your complaint, as well as take any warranted disciplinary action, as soon as possible. If for any reason you believe this has not occurred within a reasonable period of time, refer the problem to the next higher level of management.

Retaliation against any individual who makes a good faith complaint, or who cooperates in the investigation of any complaint, is strictly prohibited and should be reported immediately.

The President or the Director of Finance & Administration will investigate all allegations of harassment promptly. To protect the interests of the complainant, the person complained against, witnesses, any other person who may report an incident of harassment and all other persons affected, confidentiality will be maintained to the extent practicable and appropriate under the circumstances.