

The Mosaic Project  
EIN: 94-336723  
Supplemental Information, IRS Form 1023

## POLICY AGAINST HARASSMENT & DISCRIMINATION INCLUDING SEXUAL HARASSMENT

The Mosaic Project is committed to providing a workplace free from harassment of any kind. Specifically, The Mosaic Project will not tolerate any type of sexual harassment, including harassment based on gender, pregnancy, childbirth or other related medical conditions. This is in keeping with our policy of zero tolerance of harassment on the basis of race, ethnicity, color, sex, national origin, ancestry, religious belief, age, physical or mental disability, mental condition, marital status, sexual orientation, family care leave status or veteran status.

The Mosaic Project strongly disapproves of and will not tolerate harassment of employees, volunteers, or participants by managers, directors, supervisors, or co-workers. Similarly, The Mosaic Project will not tolerate harassment of its employees, volunteers, or participants by non-employees in the workplace. Nor will The Mosaic Project tolerate harassment by its employees, volunteers, or participants of non-employees in the workplace.

### **Harassment defined:**

Verbal harassment – includes epithets, derogatory comments, slurs on the basis of race, religious creed, national origin, ancestry, disability, medical condition, marital status, sex, sexual orientation, or age. Verbal sexual harassment includes verbal sexual advances, repeated offensive sexual flirtations or propositions, and requests for sexual favors. Additionally, continued or repeated verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations also constitute sexual harassment.

Physical harassment – includes conduct such as unwanted touching, offensive or abusive contact, assault, impeding or blocking movement, physical interference with normal work or movement, or other misconduct.

Visual forms of harassment – includes derogatory posters, notices, bulletins, cartoons, or drawings on the basis of race, religious creed, national origin, ancestry, disability, medical condition, marital status, sex, sexual orientation, or age. Leering, making sexual gestures, and displaying sexually suggestive objects or pictures (including written or computerized material) also constitute harassment.

**Reporting Procedure:**

Any incident of harassment, including work-related harassment by any person or persons, should be reported promptly to the employee's supervisor, manager, or to any director. If the harassment involves the supervisor, manager or director, then the employee should report the harassment to any manager or any member of the Board of Directors. Managers who receive complaints or who observe harassing conduct or potentially harassing conduct will report such actions immediately to the Co-Directors and/or Board of Directors. The Mosaic Project will investigate all complaints thoroughly and will take appropriate disciplinary action. The Mosaic Project emphasizes that an employee is not required to complain first to his/her direct supervisor, but may report the matter to any manager or Board member, and The Mosaic Project will not tolerate any retaliation against any employee for making a complaint under this section.

**Investigation:**

Every reported complaint of harassment will be investigated fairly, thoroughly, and promptly, and in as confidential a manner as possible. In addition, The Mosaic Project will not tolerate any form of retaliation against any employee for cooperating in an investigation or for making a complaint under this section.

**Disciplinary action:**

In the case of harassment by a Mosaic Project employee, if harassment is established, The Mosaic Project will discipline the offender. Disciplinary action for a violation of this policy can range from verbal or written warnings up to an including immediate termination, depending on the circumstances. With regard to acts of harassment by clients, participants, volunteers, visitors, or others not under the employ of The Mosaic Project, if harassment is established, appropriate corrective action will be taken by The Mosaic Project.

**Governmental Administrative Remedies:**

Harassment and retaliation for opposing harassment or participating in investigations of harassment, are illegal. In addition to notifying The Mosaic Project about harassment or retaliation complaints, affected employees may also direct their complaints to the California Department of Fair Employment and Housing (DFEH), which has the authority to conduct investigations of the facts. The deadline for filing complaints with the DFEH is one year from the date of the alleged unlawful conduct. If the DFEH believes that a complaint is valid, and settlement efforts fail, the DFEH may seek an administrative hearing before the California Fair Employment and Housing Commission (FEHC) or file a lawsuit in court. Both the FEHC and the courts have the authority to award monetary and non-monetary relief in meritorious cases. You can contact the nearest DFEH office or the FEHC at the locations listed in The Mosaic Project's poster or by checking state governmental listings in the local telephone directory.

The California Labor commissioner, rather than the DFEH, processes administrative claims of sexual orientation discrimination. The deadline for filing complaints with the Labor Commissioner is 30 days from the date of the alleged unlawful conduct.

DATED: August 15, 2000

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Margaret Hodder, Director

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Lara Mendel, Director