

Anti-Harassment and Anti-Bullying Safe Space Policy

ORDINARIE HEROES is dedicated to building a safe and supportive environment for our clients, volunteers and visitors. We stand behind a zero tolerance policy in the face of harassment, sexual harassment, or bullying of any kind.

We welcome anyone to report any issues they experience, witness or know about in any capacity. We encourage everyone in our community to feel comfortable making a report. People may also feel free to ask questions, and communicate concerns or worries, however small, about anything. Nothing is too minor or inconsequential to bring to us, or to ask us about. If you feel or sense something is off, we invite you to reach out.

We aim to make reporting harassment easy and confidential. If you'd like to report something, please feel free to reach out to anyone on the following list, or anyone else in a leadership position (board; staff; etc) at OH:

Concerns Team: concerns@ohmovement.org

Carl Williamson (President of the Board): cwilliamson@ohmovement.org

Ron Toles (Executive Director): rtoles@ohmovement.org

Below is our explicit Anti-Harassment and Anti-Bullying policy. We consider all language below to stand for OH and everyone in our community.

Anti-Harassment and Anti-Bullying Policy

Ordinarie Heroes does not tolerate harassment of our clients, volunteers, or employees by another client, volunteer, employee, supervisor, vendor, customer, or any third party. Any form of harassment on the basis of race, creed, color, age, sex, sexual orientation, gender identity, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by applicable federal, state, or local laws and ordinances is prohibited. Ordinarie Heroes is committed to a workplace and community free of harassment.

Harassment Defined: Harassment as defined by this policy is unwelcome verbal, visual or physical conduct creating an intimidating, offensive, or hostile environment that interferes with our activities. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays, or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is not unlawful. Everyone in our community and organization is expected to behave at all times in a professional and respectful manner.

Sexual Harassment Defined. Sexual harassment can include all of the above actions when predicated on the sex, sexual orientation or gender identity of the victim or victims, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal or physical conduct of a sexual nature.

Examples of conduct that violates this policy include:

Unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault, blocking normal movement

Requests for sexual favors or demands for sexual favors in exchange for favorable treatment

Obscene or vulgar gestures, posters, or comments

Sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies

Propositions, or suggestive or insulting comments of a sexual nature

Derogatory cartoons, posters, and drawings

Sexually-explicit emails or voicemails

Uninvited touching of a sexual nature

Unwelcome sexually-related comments

Conversation about one's own or someone else's sex life

Conduct or comments consistently targeted at only one gender, even if the content is not sexual

Teasing or other conduct directed toward a person because of the person's gender.

Bullying Defined: Bullying includes repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Bullying may be intentional or unintentional.

Examples of conduct that violates this policy include:

Verbal bullying: Slandering, ridiculing or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.

Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property

Gesture bullying: Non-verbal threatening gestures; glances that can convey threatening messages.

Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

Micro-aggressions: a comment or action that subtly and often unconsciously or unintentionally expresses a prejudiced attitude toward a member of a marginalized group (such as a racial minority)

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

Persistent singling out of one person

Shouting or raising voice at an individual in public or private

Using verbal or obscene gestures

Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting)

Personal insults and use of offensive nicknames

Public humiliation in any form

Constant criticism on matters unrelated or minimally related to the person's job performance or description

Ignoring or interrupting an individual at meetings

Public reprimands

Repeatedly accusing someone of errors that cannot be documented

Deliberately interfering with mail and other communications

Spreading rumors and gossip regarding individuals

Encouraging others to disregard a supervisor's instructions

Manipulating the ability of someone to do his or her work (e.g., overloading, under-loading, withholding information, assigning meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions)

Inflicting menial tasks not in keeping with the normal responsibilities of the job

Taking credit for another person's ideas

Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave

Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings

Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property)

All such conduct is unacceptable in the workplace and in any work-related or community related settings such as rehearsals, shows, classes, events, parties, trips, other social functions, business trips and business-related social functions, regardless of whether the conduct is engaged in by a supervisor, co-worker, client, customer, vendor or other third party.

Reporting Procedure: Any person who is the subject of, who has the knowledge of, or who witnesses any possible prohibited harassment, bullying, discrimination or retaliation is urged to immediately bring such information to the attention of any one or more of the following persons:

Concerns Team: concerns@ohmovement.org

Carl Williamson (President of the Board): cwilliamson@ohmovement.org

Ron Toles (Executive Director): rtoles@ohmovement.org

Speak to the person with whom you are the most comfortable. The organization will investigate all such complaints thoroughly, promptly and in a manner designed to protect, to the extent possible, the confidentiality of all parties involved.

Any employee or volunteer who is determined to have engaged in harassment in violation of this policy will be subject to appropriate disciplinary action, including possible discharge. The organization also will take any additional appropriate action necessary to remedy the situation.

No Retaliation: Ordinarie Heroes prohibits any form of discipline or retaliation for reporting perceived violations of this policy, pursuing any such claim, or cooperating in any way in the investigation of such claims. If an employee believes someone has violated this no-retaliation policy, the employee should bring the matter to the immediate attention of a member of the management team. Anyone regardless of position or title, whom Ordinarie Heroes determines has engaged in conduct that violates the policy against retaliation will be subject to discipline, up to and including termination. A decision not to report these claims prevents us from taking steps to remedy the problem. Please do not hesitate to report any and all claims of harassment and/or retaliation.