

Policy: Non-discrimination Policy & Procedure
Pertains to: All staff , interns, volunteers, and board members
Effective Date: March 13, 2018
Written by: Steve Werlin
Revised Date: November 24, 2020
Revised by: Jill LaBrack



1. Purposes

To promote a proactive role in ensuring non-discrimination at all levels of the agency.

To acknowledge that discrimination is firmly against agency values and may easily lead to low morale, inefficiencies, and possible loss of community and donor support.

To provide guidelines and procedures for those who feel they have been discriminated against within the agency.

2. Policy

It is the policy of Downtown Evening Soup Kitchen, Inc. to foster an open, welcoming, and equitable environment and therefore not to discriminate or permit discrimination against any person on the grounds of race, color, age, sex (including pregnancy), religion, marital status, national origin, ancestry, sexual orientation, gender identity, veteran status, housing status, conviction history, financial condition, disability, past or present history of mental disorder, genetic information, HIV infection, AIDS or AIDS-related complex.

This policy pertains to employment and internships, advancement opportunities, compensation, discipline, termination, access to benefits and training, and any person accessing programs or services rendered at or by the agency. This policy also pertains to board membership, volunteer assignments, and all services provided, whether part of the agency's regular programs or those that are short-term.

The agency will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

3. Procedure

If an employee or intern feels that they have been discriminated against, or have witnessed an act of discrimination, they should take the following steps.

1. Contact the Human Resources Administrator.
2. If the HR Administrator is unavailable or implicated in the charge of discrimination, contact the Executive Director.
3. If both the Executive Director and HR Administrator are unavailable or implicated in the charge of discrimination, contact the Board President.

If a volunteer, Guest/client, board member, or stakeholder feels that they have been discriminated against, or have witnessed an act of discrimination, they should take the following steps.

1. Contact the Executive Director.
2. If the Executive Director is unavailable or implicated in the charge of discrimination, contact the Board President.

Investigations of discrimination are to include the following:

1. A written description of the incident(s), including the specific charge, date(s), time(s), and witnesses.
2. Detailed minutes of the exploratory meeting, with a written plan of action, if necessary, attached.
3. A commitment to seek out witnesses named for information-gathering purposes. This should be completed with discretion.
4. A written answer to the charge with the course of action to be taken, if any, distributed to all affected parties and kept in a separate Quality Assurance file.

All investigations of discrimination are to be completed within thirty days of the original complaint.