

## **Equal Employment Opportunity**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at DESK will be based on merit, qualifications, and abilities in relation to the starring requirements of DESK. DESK is an equal opportunity employer and does not discriminate in employment opportunities or practices on the basis of race, color, religious creed, sex, national or ethnic origin, age, ancestry, mental retardation, physical or learning disability, past or present history of mental disorder, political beliefs, sexual orientation, pregnancy, status as disabled veterans of the Vietnam Era, or prior conviction of a crime.

DESK will make reasonable accommodations for qualified individuals with known disabilities who are otherwise unable to perform the essential job functions.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Board of Directors. Employees may raise concerns and make reports without fear of reprisal, either verbally or through the grievance procedure. Anyone engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## **Freedom From Harassment**

The success of DESK is based upon our fundamental commitment to treating our employees and clients with dignity and respect. All our employees have a right to be free from racial or ethnic slurs, unwelcome sexual advances, or any other verbal or physical conduct that constitutes harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Sexual, racial, ethnic, or other unlawful harassment of employees by supervisory or non-supervisory employees of DESK, or by non-employees (including clients) will not be tolerated. All members of DESK management and supervision have the explicit responsibility to take immediate corrective action to prevent any sexual, racial, ethnic or other harassment.

Any employee who witnesses or is otherwise aware of an incident of unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee prefers to report the incident to someone other than the supervisor, he or she should immediately contact the Chairman of or any member of the Personnel Committee.

## **Sexual Harassment Policy**

### **I. POLICY STATEMENT**

DESK is committed to maintaining a work environment that is free from unlawful discrimination of all kinds. In addition, sexual harassment is against both state and federal law. In keeping with this commitment, DESK will not tolerate harassment of employees by anyone, including any supervisor, co-worker, vendor, client or customer.

### **II. Definition of Sexual Harassment**

Under Connecticut law, sexual harassment is defined as an unwelcome sexual advance, request for sexual favors or other verbal or physical conduct of a sexual nature when: submission to such conduct is either an explicit or implicit term or condition of employment; submission to or rejection of the conduct is used as a basis for an employment decision affecting the person rejecting or submitting to the conduct; or the conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

### **Sexual Harassment May Include, but is not limited to,**

- Sex oriented verbal kidding, teasing or jokes, repeated sexual flirtation, advances, or propositions; continued or repeated verbal abuse of a sexual nature
- Graphic or degrading comments about an individual or his or her appearance; the display of sexually suggestive objects or pictures and subtle pressure for sexual activity.

### **III. Remedies and Penalties**

Employees who have been harassed may be entitled under both state and federal law to remedies including, but not limited to, cease and desist orders; back pay; compensatory damages; hiring, promotion or reinstatement; and attorneys' fees.

**Employees found to have sexually harassed another will be disciplined, up to and including termination, and are subject to civil and criminal penalties**