

NORTH VALLEY ANIMAL DISASTER GROUP EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

POLICY

North Valley Animal Disaster Group (NVADG) is committed to providing a professional work environment free from discrimination and harassment, including discrimination and harassment based on a protected category, and an environment free from retaliation for participating in any protected activity covered by this policy. NVADG is committed to providing equal employment opportunities to all volunteers, employees, and contractors. Accordingly, we have adopted and maintain this anti-discrimination policy designed to encourage professional and respectful behavior and prevent discriminatory and harassing conduct in our workplace. We will implement appropriate corrective action(s), up to and including formal discipline, in response to misconduct—including violations of NVADG’s anti-discrimination policy—even if the violation does not rise to the level of unlawful conduct.

NVADG prohibits discrimination or harassment based on the following categories: race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law. In addition, NVADG prohibits retaliation against a person who engages in activities protected under this policy. Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are protected activities under this policy.

Scope of Protection

This policy applies to NVADG employees. As used in this policy, the term “employee” includes applicants, volunteers, employees, Board Members, contractors, including supervisors, managers, and leads. In addition, this policy extends to conduct with a connection to an employee’s work, whether it takes place within NVADG premises or outside, including, but not limited to, deployments, mutual aid, social events, community outreach events, meetings, work parties, business trips, training sessions, or conferences.

All employees are expected to assume responsibility for maintaining a work environment that is free from discrimination, harassment and retaliation. All are encouraged to promptly report conduct that they believe violates this policy so that we have an opportunity to address and resolve any concerns.

All employees are encouraged to promptly report conduct that they believe violates this policy. We are committed to responding to alleged violations. NVADG recognizes and supports the obligation to reasonably accommodate employees with disabilities or religious beliefs or practices in order to allow those to perform the essential functions of their jobs. If a person believes they need a reasonable accommodation based on disability or a religious belief or practice, the person should discuss the matter with their supervisor of this policy in a timely and fair manner and to taking appropriate action aimed at ending the prohibited conduct.

Employee Rights

- The right to a discrimination, harassment, and retaliation-free work environment.

- The right to file a complaint of discrimination, harassment, or retaliation. Employees are encouraged to report inappropriate conduct immediately and, whenever possible, to put the complaint or concern in writing.
- The right to a full, impartial and prompt investigation by a NVADG representative or designee into allegations of conduct that would violate this policy.
- The right to be timely informed of appropriate information related to the outcome of an investigation either as a complainant or a respondent in the investigation.
- The right to be free from retaliation or reprisal after filing a complaint or participating in the complaint process.
- The right to file a complaint directly with the California Department of Fair Employment and Housing, the federal Equal Employment Opportunity Commission or other appropriate state or federal agencies, or to file a civil action in the appropriate court. (This may not be available for non-paid personnel.)

CONDUCT PROHIBITED BY THIS POLICY / DEFINITIONS

Discrimination:

As used in this policy, discrimination is defined as the unequal treatment of an employee in any aspect of employment, including discrimination based solely or in part on the employee's, or applicant's, protected category. Protected categories include: race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law.

Discrimination includes unequal treatment based upon the employee or applicant's association with a member of these protected classes.

Discrimination may include, but is not necessarily limited to: hostile or demeaning behavior towards applicants or employees because of their protected category; allowing the applicant's or employee's protected category to be a factor in hiring, promotion, compensation or other employment related decisions unless otherwise permitted by applicable law, and providing unwarranted assistance or withholding work-related assistance, cooperation, and/or information to applicants or employees because of their protected category.

Harassment: As used in this policy, harassment is defined as disrespectful or unprofessional conduct, including disrespectful or unprofessional conduct based on any of the protected categories listed above. Harassment can be verbal (such as slurs, jokes, insults, epithets, gestures, or teasing), visual (such as the posting or distribution of offensive posters, symbols, cartoons, drawings, computer displays, or emails), or physical conduct (such as physically threatening another person, blocking someone's way, making physical contact in an unwelcome manner, etc.). For example, veteran's preference as permitted under Government Code 18973.1.

Discrimination, Prevention and Workplace Civility training aimed at increasing their understanding of and preventing workplace sexual harassment (including harassment on the basis of sexual orientation, gender identity, and gender expression) and their role in creating an underlying culture of mutual respect in our workplace. Specific components of the training will include how to promptly and effectively respond to sexual harassment when it occurs, the effects of abusive conduct in the workplace, and ways to appropriately intervene if one witnesses behavior that is not in keeping with this policy. The training must be provided by

trainers who, in addition to the other requirements set forth in 2 CCR 11024, have the ability through training or experience to train supervisors on how to identify, investigate, report, and respond to unlawful harassment, discrimination, and retaliation in the workplace. (This may not be available for non-paid personnel.)

ADDRESSING AND REPORTING VIOLATIONS OF THIS POLICY

Any employee who experiences or witness's behavior that they believe violates this policy is encouraged to immediately tell the offending individual that the behavior is inappropriate and, if they feel comfortable doing so, to tell the offending individual to stop the behavior. The employee should also immediately report the alleged violation to his/her supervisor, manager or any Board Member. There is no chain of command when contacting the EEO Officer; an individual does not need supervisor or manager approval to do this. If the alleged offender is the employee's supervisor or manager, the employee should report the conduct to any other supervisor, manager or Board Member. A complaint may be brought forward verbally or in writing. Written complaints can be made using the EEO Complaint Form (attached to this policy). Supervisors or managers who learn of any potential violation of this policy are required to immediately report the matter to a Board Member, and must follow that Board Member's instructions as to how best to proceed.

NVADG will promptly look into the facts and circumstances of any alleged violation, as appropriate. Even in the absence of a formal complaint, NNVADG may initiate an investigation where it has reason to believe that conduct that violates this policy has occurred. Moreover, even where a complainant conveys a request to withdraw their initial formal complaint, NVADG may continue the investigation to ensure that the workplace is free from discrimination, harassment and retaliation. Anonymous complaints will also be investigated. The method will depend on the details provided in the anonymous complaint. If the complaint is sufficiently detailed, the investigation may be able to proceed in the same manner as any other complaint. If the information is more general, NVADG may need to do an environmental assessment or survey to try to determine if misconduct has occurred. All investigations will be fair, impartial, timely, and completed by qualified personnel.

To the extent possible, NVADG will endeavor to keep the reporting of the employee's concerns confidential; however, complete confidentiality cannot be guaranteed when it interferes with NVADG's ability to fulfill its obligations under this policy. All employees are required to cooperate fully with any investigation. This includes, but is not limited to, maintaining an appropriate level of discretion regarding the investigation and disclosing any and all information that may be pertinent to the investigation. Upon completion of the investigation, if misconduct is substantiated, NVADG will take appropriate corrective and preventive action calculated to end the conduct up to and including formal discipline where warranted.

Contact information for North Valley Animal Disaster Group's EEO Officer is:

President@nvadg.org

ExecuiveDirector@nvadg.org

FILING OF COMPLAINTS OUTSIDE OUR COMPANY

Non-paid personnel may file formal complaints of discrimination, harassment, or retaliation with the agency listed below. Individuals should contact them directly to obtain further information about their processes and time limits.

Butte County Animal Control
202 Mira Loma Drive
Oroville, CA 95965
530-528-7409

Paid staff may file formal complaints of discrimination, harassment, or retaliation with the agencies listed below. Individuals who wish to pursue filing with these agencies should contact them directly to obtain further information about their processes and time limits.

California Department of Fair Employment and Housing
2218 Kausen Drive, Suite 100
Elk Grove, CA 95758
800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711
contact.center@dfeh.ca.gov
<https://www.dfeh.ca.gov>

U.S. Equal Employment Opportunity Commission
450 Golden Gate Avenue 5 West,
P.O. Box 36025
San Francisco, CA 94102-3661
1-800-669-4000 or 510-735-8909 (Deaf/hard-of-hearing callers only)
<http://www.eeoc.gov/employees>

CALIFORNIA STATE AGENCIES ONLY:
State Personnel Board Appeals Division
801 Capitol Mall
Sacramento, CA 95814
(916) 653-0799 or TDD Line (916) 653-1498
www.spb.ca.gov

DISCRIMINATION, HARASSMENT, AND RETALIATION PREVENTION POLICY COMPLAINT FORM

CORRECTIVE ACTION GUIDELINES

North Valley Animal Disaster Group will take appropriate corrective action(s) up to and including formal discipline against any employee(s) when an investigation has found that misconduct occurred. Such corrective action(s) may include, but are not limited to, letters of reprimand, suspension, demotion, or termination. Additionally, depending on the nature of the violation, civil liability could be imposed on the violator as well as North Valley Animal Disaster Group.

NAME:

ASSIGNMENT:

LOCATION:

WORK PHONE:

IMMEDIATE SUPERVISOR:

Please describe the conduct that you believe violates the Discrimination, Harassment or Retaliation Prevention Policy. In your narrative, describe: (1) What happened to you; (2) Why you believe you are being discriminated, harassed, or retaliated against, including the reason or evidence you have to support your belief, and; (3) When the acts of discrimination, harassment, or retaliation occur (attach additional pages if needed). If you require assistance with completing this form as a reasonable accommodation, please contact any Board Member.

PERSON(S) ALLEGED TO HAVE VIOLATED THE POLICY

Person #1 - Name: Position: Work Location:

Person #2 - Name: Position: Work Location:

Person #3 - Name: Position: Work Location:

PERSON(S) WITH INFORMATION/KNOWLEDGE OF THE ALLEGED INCIDENTS

Witness Name: Position: Work Location:

Witness Name: Position: Work Location:

Witness Name: Position: Work Location:

HAVE YOU COMPLAINED TO ANYONE AT NVADG ABOUT THIS MATTER?

If yes, explain the situation. When did you complain, to whom, and what was the result?

Please submit to any NVADG Board Member or the Executive Director