**Prohibited Conduct**

**Harassment and Discrimination**

*Sample Policy Language:*

[Organization] is committed to providing a safe, respectful, and equitable work environment, learning environment, and place of worship, and community. Every individual is entitled to an atmosphere that promotes respect and is free from discrimination and disrespectful or offensive behavior. We prohibit behavior that is discriminatory, bullying, or harassing. Therefore, [Organization] expects that all interactions among persons within (organization) will be respectful, professional, and free of bias, prejudice, and harassment.

DISCRIMINATION

[Organization] does not and will not discriminate on the basis of race; color; religion (creed); sex; gender; gender expression; gender identity; sexual orientation; family status; marital status; parental status; partnership status; pregnancy; sexual and reproductive health decisions; status as a victim of domestic violence, stalking, or sex offenses; caregiver status; age; national origin (ancestry); citizenship; veteran or military status; uniformed service; disability; atypical cognitive or physical abilities; mental or physical impairment; predisposing genetic characteristic; use of a service animal as defined in the Americans with Disabilities Act; credit history, except as it may relate to job duties; lawful occupation; lawful source of income; salary history; status with regard to public assistance; record of arrest; record of conviction, except as it may relate to job duties; protection order status; other group identity; or any other protected class in accordance with law, in any of its activities or operations. We will take measures to ensure nondiscrimination in employment, recruitment, advertisements for employment, selection and assignment, compensation, termination, promotion and other conditions of employment against any employee, volunteer, or job applicant. We will also ensure that these measures are taken to ensure nondiscrimination in program participation and access. We are committed to providing an inclusive and welcoming environment for all employees, interns, applicants, contractors, customers, vendors, congregants, volunteers, guests, and donors.

Examples include:

* Holding employees of a particular protected class to a different standard for purposes of hiring, promotion or evaluation;
* Paying someone a higher wage than someone similarly situated because they are a head of household;
* Hiring, terminating, or promoting individuals because of stereotypes based on their gender, race, age or other protected characteristic;
* Giving career opportunities to one’s personal friends, club members or golfing partners that are not made available to others
* Promoting someone because they share an identity with the hiring manager and will “fit” better, even if others are better qualified;
* Firing a victim of domestic violence because their presence makes coworkers nervous.
* Limiting someone who manifests a visible disability from public facing roles because of the disability.

UNLAWFUL HARASSMENT

It is an objective of [Organization] to promote a respectful work environment.  Accordingly, [Organization] prohibits communication or conduct that is degrading, coercive, or has the purpose or effect of interfering with an individual’s work performance and development. In applying this policy, [Organization] will accommodate employees who are legitimately exercising their right to discuss the terms and conditions of their employment.

[Organization] will not tolerate conduct that intentionally or unintentionally results in prohibited harassment of or by employees, interns, applicants, contractors, customers, vendors, congregants, volunteers, guests, donors, or others with whom we have a relationship. This policy applies to workplace conduct and to conduct at work-related activities, including organization-sponsored social events, on or off organizational premises, including parking lots and facilities.

Individuals who feel harassed are not required to directly object to the conduct for it to be harassing. The individual reporting this harassing conduct does not need to be the intended target of the harassment. Third parties who are repeatedly exposed to offensive behavior, even if they are not its target, can find that such conduct creates an offensive and hostile work environment.

Examples include:

* Use of slurs, negative stereotypes, or other insulting, degrading, or embarrassing comments to or about a person’s identity;
* Posting or sharing images that are insulting, degrading, or stereotyping based on identity;
* Stalking or seeking unnecessary or unwanted proximity to another person (e.g., repeatedly moving closer to a conversation-partner who has attempted to distance themselves);
* Shunning or ostracizing someone based on their identity;
* Unwelcome touching;
* Using identity as the basis for jokes or insults.

SEXUAL HARASSMENT

One form of harassment prohibited by this policy and by law is sexual harassment.  Sexual harassment arises from unwanted conduct (a) that is of a sexual nature or (b) that is not of a sexual nature but is based on sex, when:

* Submission to the conduct is made either explicitly or implicitly a term of employment;
* Submission to or rejection of the conduct is used as the basis for employment decisions; or
* Such conduct substantially interferes with an individual's work performance, opportunity to learn or worship, or ability to participate in organizational programs, or creates an intimidating, hostile, or offensive working atmosphere.

Sexual harassment is not limited by the gender identity or expression of the parties involved. The fact that conduct of a sexual or sexually offensive nature between two individuals was at one time consensual does not mean that it cannot later become unwanted.

Examples include:

* Persistently and/or deliberately misgendering a person or misusing an individual’s pronouns;
* Making comments about a person's body, attractiveness or desirability;
* Displaying or distributing of materials that are sexually explicit or contain identity-based insults;
* Making unwelcome advances or implying that acquiescing to advances could be advantageous to a person;
* Staring at or ogling a person's body, including lingering looks at the breasts, buttocks or genital area of another person;
* Requiring that persons tolerate any of the above behavior

Have a great policy you want to share? Email Keilim@JewishSacredSpaces.org.