

EQUAL EMPLOYMENT OPPORTUNITY AND ANTI- HARASSMENT GENERAL GUIDELINES AND PRACTICES

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Highline Premier FC (HPFC) to treat all applicants, employees, contractors, volunteers, board members, coaches, and members equally and without regard to race, religion, creed, color, national origin, sex, sexual orientation, age, the presence of a physical, mental or sensory disability, genetic information, marital or veteran status, or any other basis that is required by local, state, or federal law. It is also the desire of HPFC to reflect the diverse community that we serve. As an organization we are committed to seeking diverse applicant pools for our vacant positions and to creating a culture that promotes mutual respect, acceptance, cooperation and productivity among diverse people. Toward this end, racial, ethnic, religious or sexual slurs or comments demeaning national origin or individuals with disabilities by any HPFC representative to or about any employee, applicant, contractor, volunteer, board member, coach, member or the public will not be tolerated.

Violations of this policy may be cause for disciplinary action and applicable laws. Any employee who feels he or she has been subject to discriminatory treatment in violation of this policy should bring this concern to the attention of his/her immediate non-involved HPFC Director. A non-involved HPFC Director is defined as an HPFC Director who is not the object of the complaint. Any HPFC Director advised of such a concern shall immediately report all concerns to the HPFC Executive Board. The HPFC Executive Board will determine the appropriate course of action.

ANTI- HARASSMENT

It is the policy of Highline Premier FC (HPFC) that all employees, contractors, volunteers, board members, coaches, and members should be able to work in an environment free from all forms of discrimination or harassment, including sexual harassment. Sexual harassment is unlawful and violates federal and state law and HPFC's policies. No employee, contractor, volunteer, board member, coach, or member shall be subject to unsolicited and unwelcome overtures or conduct, either verbal or physical. Sexual harassment generally is defined as the following:

Any deliberate or repeated unsolicited sexual or gender-based conduct such as verbal comments, gestures, or physical contact which is unwelcome to the recipient, which causes the recipient discomfort or humiliation or which interferes with the recipient's work performance; or

Any incident in which a supervisor uses implicit or explicit coercive sexual behavior or influence to affect the career, salary, or employment of another employee, prospective employee, or individual.

Sexual harassment does not refer to casual conversation or compliments of a socially acceptable nature. It refers to behavior that is not welcome and which is personally offensive, interfering with effectiveness or creating uneasiness on the job. Such conduct, whether committed by supervisory or non-supervisory personnel, is specifically prohibited. This includes repeated offensive sexual flirtation, advances or propositions, continued or repeated verbal abuse of a sexual or gender-based nature, graphic or degrading verbal comments about an individual or his/her appearance, the display of sexually suggestive objects or pictures, or any offensive or abusive physical contact. No individual should imply to another individual that lack of cooperation of a sexual nature would in some way negatively affect a person's employment, assignment, compensation, advancement, career development, or any other condition of employment. Examples of conduct that HPFC prohibits include, but are not limited to:

Epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts that are related to gender, sexual orientation, marital status, race, color, national origin, veteran status, creed, religion, age, or actual or perceived disability.

Written or graphic material displayed, possessed or circulated that denigrates or shows hostility or aversion toward an individual or group because of their gender, sexual orientation, marital status, race, color, national origin, veteran status, creed, religion, age, or actual or perceived disability.

Intimidating, hostile, derogatory, contemptuous or otherwise offensive conduct or remarks that are directed at a person because of that person's gender, sexual orientation, marital status, race, color, national origin, veteran status, creed, religion, age, or actual or perceived disability.

Retaliatory behavior such as making slanderous or libelous statements, withholding communication, information, resources, or employment benefits because of an individual or group's sex, sexual orientation, marital status, race, color, national origin, creed, religion, age, or actual or perceived disability.

Any of the above actions will bring prompt and certain disciplinary action, up to and including termination.

REPORTING PROCEDURES

If an employee, contractor, volunteer, board member, coach, or member believes that he/she is experiencing harassment of any kind, the following complaint and investigation procedure should generally be observed:

If comfortable doing so, clearly inform the harasser that his or her behavior is inappropriate, offensive, unwelcome and should immediately cease.

Bring the matter to the attention of a non-involved HPFC Director. This should include the specific allegation, date of the occurrence, the individuals involved, and the names of any witnesses. A non-involved HPFC Director is defined as an HPFC Director who is not the object of the complaint.

The HPFC Director advised of such a concern will immediately notify the HPFC Executive Board. The HPFC Executive Board will determine the appropriate course of action.

All complaints will be promptly and fairly addressed, and when appropriate, immediate corrective action will be taken. The HPFC Executive Board or designee shall be responsible for investigating allegations of harassment based on protected class membership as covered in R.C.W. 49.60, and all sexual harassment complaints. Employees, contractors, volunteers, board members, coaches, and members shall not be retaliated against because they have made complaints of harassment.