



# Retired & Senior Volunteer Program

of Rock County

## **NON-DISCRIMINATION/AFFIRMATIVE ACTION POLICY**

Retired Senior Volunteer Program of Rock County, Inc. is committed to providing a welcoming environment for all members of our community, regardless of race, color, national origin, sex, age, religion, sexual orientation, disability, political affiliation, marital or parental status, pregnancy, reprisal, genetic information, military service or any other protected classification under applicable law. As part of this commitment, Retired Senior Volunteer Program of Rock County, Inc. prohibits discrimination in all its programs, activities, and employment practices. All employees, volunteers, contractors, and individuals associated with Retired Senior Volunteer Program of Rock County, Inc. are expected to uphold this policy.

Retired Senior Volunteer Program of Rock County, Inc. is an equal opportunity employer. This policy is posted publicly at Retired Senior Volunteer Program of Rock County, Inc. located at 1201 Big Hill Ct. Beloit, WI 53511 and there is availability of compliance history. This policy is also included in our agency handbook and program materials. All volunteers and clients served by Retired Senior Volunteer Program of Rock County, Inc are age 55 and over. Should a client be close to the 55 and over category and be disabled, we will follow our policies and work to serve their individual needs with the parameters of our program offerings. Due to certain program funding, there will be times when clients served will have to meet the financial requirements of the funder.

Retired Senior Volunteer Program of Rock County, Inc is committed to treating all persons with dignity and respect while fostering a workplace, and programs available to all, providing all employees, volunteers, clients, and board members the ability to participate on a fair and level field. As an Equal Employment Opportunity employer we will not engage in or tolerate unlawful discrimination (including any form of unlawful harassment or retaliation) on account of a person's race, color, national origin, sex, age, religion, sexual orientation, disability, political affiliation, marital or parental status, pregnancy, reprisal, genetic information, military service or any other legally-protected status in accordance with applicable local, state and federal laws, regulations, and ordinances. This policy applies to decisions including, but not limited to recruitment, hiring, merit promotions, transfers, reassignments, training, career development, benefits, and separations. It also applies to placement for volunteers in our programs and to clients engaged in services offered by our agency. Retaliation is defined as the adverse actions taken against recipients for exercising their rights under federal law. Retaliation is prohibited against either an individual or a program.

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Harassment is defined as any unwelcome conduct that is based on any of the protected categories or done in reprisal for opposing discrimination or participating in the discrimination complaint process, when such behavior has the purpose or effect of interfering with service performance or creating an intimidating, hostile, or offensive service environment. Harassment may include slurs and other verbal or physical conduct relating to an individual's sex, race, ethnicity, religion, sexual orientation, or any other legally-protected status or any other legally protected category. Examples of harassing conduct include but are not limited to: explicit or implicit demands for sexual favors; pressure to engage in a romantic relationship or for dates; deliberate touching of another person without consent, leaning over or cornering a person; repeated offensive teasing, jokes, remarks, or questions; unwanted letters, emails, or phone calls; distribution or display of offensive materials; offensive looks or gestures based on a person's sex, race, ethnicity, or religious baiting; physical assault or other threatening behavior; and demeaning, debasing, or abusive comments or other actions that intimidate and are based on a person's protected status. Harassment can also include physical assault or other threatening behavior; and demeaning, debasing, or abusive comments or actions that intimidate.

Retired Senior Volunteer Program of Rock County, Inc. does not tolerate discrimination and harassment from anyone, including employees, volunteers, clients, project or site employees and supervisors, project or site non-employees (e.g., contractors or clients of a project or site), or national service participants. Harassment is unacceptable in Retired Senior Volunteer Program of Rock County, Inc. offices, and in other service-related settings such as convening's, training sessions, service sites, and service-related social events (whether in person or online). Any discrimination or harassment, when substantiated, will result in corrective action up to and including removal or termination of any individual engaging in such misconduct.

When made aware of alleged discrimination or harassment by employees, service members, clients, volunteers, or any other associated individuals, it is expected that Retired Senior Volunteer Program of Rock County Inc. take prompt action to effectively address complaints. Retired Senior Volunteer Program of Rock County, Inc. must immediately investigate complaints of discrimination or harassment and take appropriate measures to remedy the situation. Complainants must report the matter to the Executive Director or Board of Directors for Retired Senior Volunteer Program of Rock County, who are responsible for investigating such claims or to AmeriCorps' Civil Rights and Employment Branch within 45 calendar days of an occurrence of discrimination or harassing conduct to initiate an inquiry. Claims pursued after this time-frame may not be accepted for investigation of a formal complaint of discrimination. Service members and volunteers who believe they were subjected to treatment in violation of any civil rights laws, regulations, or this policy, or have been subject to retaliation for opposing discrimination or participating in discrimination complaint proceedings (e.g., filing a complainant or acting as a witness) in any AmeriCorps program or project, may contact AmeriCorps' Civil Rights and Employment Branch at (202) 606-3461 or eo@americorps.gov.

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