**Equal Opportunity, Anti-Discrimination and Anti-Harassment**

**Policies and Procedures**

**We are an Equal Employment Opportunity Employer**

A New Faith Community (ANFC, also known as Clay Pots) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to elements hereafter known as “*protected characteristics*.” This includes race, color, ethnicity, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, veteran status, or any other legally protected characteristics. In addition to federal law requirements, ANFC (Clay Pots) complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

ANFC (Clay Pots) expressly prohibits any form of workplace harassment based on *protected characteristics*. Improper interference with the ability of ANFC’s (Clay Pots’) employees to perform their job duties may result in discipline up to and including discharge.

**Anti-Discrimination Policy**

ANFC (Clay Pots) does not discriminate against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of any *protected characteristics*.

**Anti-Harassment Policy**

ANFC (Clay Pots) is committed in all areas to providing a work environment that is free from harassment. Harassment based upon any protected characteristics will not be tolerated. All employees, including supervisors and other management personnel, are expected and required to abide by this policy. No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment.

Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons it is targeted toward. Examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures. Use of the employer's computer system for the purpose of viewing, displaying, or disseminating material that is sexual in nature may also constitute harassing behavior.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for decisions about employment, promotion, transfer, selection for training, performance evaluations, benefits, or other terms and conditions of employment; or (3) such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment or substantially interferes with an employee's work performance.

**Reporting Harassment**

If an employee feels that he or she has been harassed on the basis of his or her *protected characteristics* they should immediately report the matter to his or her supervisor. If that person is not available, or if the employee feels it would be unproductive to inform that person, the employee should immediately contact that supervisor's superior or the board of directors. Once the matter has been reported it will be promptly investigated and any necessary corrective action will be taken where appropriate. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances.

The procedure for reporting incidents of harassing behavior is not intended to impair, replace, or limit the right of any employee to seek a remedy under available state or federal law by immediately reporting the matter to the appropriate state or federal agency.

**Disciplinary Measures for Harassment**

Any employee engaging in improper harassing behavior will be subject to disciplinary action, including the possible termination of employment.

**Acknowledgment and Receipt of**

**Equal Opportunity, Anti-Discrimination and Anti-Harassment**

**Policies and Procedures**

These procedures describe important information about A New Faith Community (ANFC, also known as Clay Pots) and I understand that I should consult my manager or the board of directors regarding any questions not answered in the procedures. I have entered into my relationship with ANFC (Clay Pots) voluntarily and acknowledge that there is no specified length of this relationship. **Accordingly, either I or ANFC (Clay Pots) can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.**

I have received these procedures, and I understand that it is my responsibility to read and comply with the policies contained in here and any revisions made to it.

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Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name (Print)

Organizational Role:

□ Volunteer □ Board of Directors □ Employee

□ Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TO BE PLACED ON FILE WITH ANFC (CLAY POTS)**