



HARRASSMENT AND WORKPLACE VIOLENCE POLICY

ZERO TOLERANCE

PURPOSE

To establish the company's position of zero tolerance for any type of harassment or violence by employees. All employees are required to follow the company's Mission, Vision and Values, which embrace treating all people with dignity and respect and aligning your behavior with positive language and actions towards others.

SCOPE

This policy applies to employees at all locations. This policy applies to non-employees who are providing a service or visiting programs where employees are engaged in services. (vendors, contractors, other agency personnel, trades people, etc.).

POLICY

LADD has Zero Tolerance for any type of harassment or violence (verbal or physical) including sexual, racial, disability, religious, ethnic background, age, sexual orientation, gender expression, protected activity, etc. Any type of harassment or violence goes against our Mission, Vision, and Values and it is contrary to basic standards of conduct between individuals. It is prohibited by EEOC, State of Michigan and LADD regulations. Harassment and Violence are contrary to basic standards of conduct between individuals and is prohibited by Equal Employment Opportunity Commission and State/Federal regulations.

Harassment or Violence of any kind will therefore constitute a violation of LADD policy for an employee to engage in any violence, harassing or intimidating act including but not limited to those behaviors defined below. Any such misconduct will subject the employee to corrective actions up to and including immediate separation from employment.

Employees who feel they have been violated or discriminated against in the workplace on the basis of any of the below harassment or violence examples or in any other manner harassed, should immediately report such incidents, following the procedure described below, without fear of reprisal. Confidentiality will be maintained to the extent permitted by the circumstances.

DEFINITIONS AND STANDARDS

It is a standard here at LADD that Harassment or Violence of an employee by any employee or non-employees who are providing a service or visiting programs will not be tolerated. Although the company cannot control people's behaviors, it can control who is employed as well as who we do business with.

Because of LADD's strong disapproval of offensive or inappropriate Harassment or Violent type behavior at work, all employees must avoid any action or conduct which could be viewed as Harassment or Violence of any kind to remain employed.

All employees are required to follow our LADD Mission, Vision and Values that provides positive boundaries for our employees and all stakeholders.

Employees are who create the company's culture. Stopping Harassment and Violence requires creating a culture or an environment where bothersome and unprofessional behavior is not acceptable and creating a positive environment to work and live. This can be done by reminding everyone of the need to follow the **Mission, Vision and Values of valuing P.E.O.P.L.E.** and working together to **MAKE THE DIFFERENCE**; a positive difference in people's lives!

Definitions:

1. Employee. Any employee of LADD including PCTs, Managers, Supervisors and Directors or any other employee.
2. Non-Employee. Any person who is being paid by LADD for services such as contractors, vendors, or any outside agency employees delivering services such as Community Mental Health, State, Federal, Insurance employees. Also included is any persons LADD employees have to be in contact with while on the job such as a guardian, community member, etc. NOTE: Although LADD has no authority over Non-Employees; we will support our employees in reporting to authorities so appropriate action is taken against any discriminatory or violent behavior.
3. Harassment is defined as unwelcome physical or verbal behavior such as offensive jokes, belittling comments, slurs, epithets, name calling, physical threats or assaults, ridicule or mockery, insults, offensive objects or pictures, or other interference with work performance that creates an intimidating or hostile work environment. Harassment can also include sexual harassment such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.
4. Violence is the intentional use of physical force or power, threatened or actual, against oneself, another person, or against a group or community, that either results in or has a high likelihood of resulting in injury, death, psychological harm, maldevelopment or deprivation. It could be language, gestures, or actions that may be considered a threat, in which such conduct interferes with an employee's work performance or creates an intimidating, hostile or offensive working environment.

TYPES OF HARASSMENT

Discriminatory Harassment

➤ **Racial or Ethnic Harassment**

A victim may experience racial or ethnic harassment because of their race, skin color, ancestry, origin country or citizenship.

Even perceived attributes of a certain ethnicity (curly hair, accents, customs, beliefs or clothing) may be the cause; harassment often looks like:

- Racial slurs
- Racial insults
- Racial jokes
- Degrading comments
- Disgust
- Intolerance of differences

➤ **Gender Harassment**

Gender-based harassment is discriminatory behavior towards a person based on their gender or gender expression.

Negative gender stereotypes about how men and women should or do act are often the center of the harassment.

Some examples are:

- A male person faces harassment for having what is perceived as a woman's job
- A female person faces harassment based on not 'looking feminine'
- A person chooses not to identify with any gender specific ideology

➤ **Religious Harassment**

Religious harassment is often interconnected with racial harassment, but narrows in specifically on the victim's religious beliefs.

An individual with a religion that differs from the "norm"; may face harassment or intolerance in a variety of ways:

- Intolerance toward religious holidays
- Intolerance toward religious traditions
- Intolerance toward religious customs
- Cruel religious jokes
- Degrading stereotypical comments

- Pressures to convert religions

IMPORTANT NOTE:

LADD celebrates and values the diversity of its community and aims to create a harmonious working and learning environment where the cultural, religious and non-religious beliefs of all members of the LADD are respected. LADD recognizes the right to freedom of thought, conscience and religion, but the right to manifest beliefs is qualified by the need to protect the rights and freedoms of others. We want an environment that ensures equal treatment for everyone, of any religion or none. It is based on the principle that people have the right to their own belief system; however, they have no right to impose their views on others. One of our core values that all employees must follow includes **‘appreciating all differences and treating all people with dignity and respect’!**

➤ **Disability-Based Harassment**

Disability-based harassment is a type of workplace harassment directed towards individuals who either:

- Suffer from a disability themselves
- Are acquainted with a disabled person or people
- Use disability services (sick leave or workers’ comp)

A person with a disability may experience harassment in the form of harmful teasing, patronizing comments, refusals to reasonably accommodate or isolation.

➤ **Sexual Orientation-Based Harassment**

Sexual orientation-based harassment can be towards people of any sexual orientation (heterosexual, homosexual, bisexual, asexual, transgender, etc.) being different from those around them. Examples may be:

- A homosexual man may face harassment on a construction site whereas a heterosexual man may be teased for working in a salon.
- A person may choose to act in a way that does not align with what some perceive as the ‘norm’ for their sexual orientation.

➤ **Age-Based Harassment**

Workers 40 years and older are specifically protected by the Civil Rights Act of 1964 in an attempt to promote employment of older people and reduce age-based harassment.

A person facing age-based harassment might be:

- Teased and insulted,
- Left out of activities or meetings, or
- Unfairly criticize for being slow

Simply because of their age and the stereotypes that come with it. Unfortunately, this harassment is sometimes an attempt to wrongfully push the individual into early retirement.

Physical Harassment or Violence

Physical harassment, also often called workplace violence, refers to a type of workplace harassment that involves physical attacks or threats (verbal and/or physical). In extreme cases, physical harassment may be classified as assault.

Physical gestures such as playful shoving can blur the line between appropriate or not, since it’s the person on the receiving end who decides whether the behavior makes them uncomfortable.

In order to more clearly define that line, physical harassment should be taken very seriously in the workplace and could end up with legal ramifications such as prosecution besides loss of job.

Examples of Physical Harassment:

Common behaviors include:

- Direct threats of intent to inflict harm
- Physical attacks (hitting, shoving, kicking)

- Threatening behavior (shaking fists angrily)
- Destroying property to intimidate

Psychological Harassment

Psychological harassment has a negative impact on a person's psychological well-being.

Victims of psychological harassment often feel put down and belittled on a personal level, a professional level or both. The damage to a victim's psychological well-being often creates a domino effect, affecting their physical health, social life and work life.

Examples of Psychological Harassment:

Psychological harassment in the workplace might look like:

- Isolating or denying the victim's presence
- Belittling or trivializing the victim's thoughts
- Discrediting or spreading rumors about the victim
- Opposing or challenging everything the victim says

Cyberbullying

Cyberbullying can occur over the internet where communication is not in person; bullying can occur by harmful words and/or emoji gesturing, pictures, etc. Social Media and Instant messaging applications such as Twitter, Facebook, Instagram, Snapchat, and Tik Tok offer opportunities for cyberbullying.

Examples of Online Harassment:

- Share humiliating things about the victim by mass email, text, or mass chat
- Spread lies or gossip about the victim on social media
- Send harassing instant messages or text messages directly to the victim

Cyberbullying Laws - Federal law doesn't explicitly cover "cyberbullying" yet (particularly for adults).

However, the Department of Justice has noted that legal action is possible by prosecuting the online misbehavior under another law.

Sexual Harassment

Sexual harassment is harassment that is sexual in nature and generally includes unwelcome sexual advances or visual, verbal or physical conduct of a sexual nature. This definition encompasses many forms of offensive behavior, including gender-based harassment of a person of the same sex or the opposite sex as the harasser, conduct of a sexual nature that creates an offensive, intimidating or hostile work environment; and coerced sexual conduct by a person in a position of authority in the workplace.

Examples of sexual harassment include:

- Unwelcome sexual flirtation or advances.
- Offering employment, promotions or other benefits in exchange for sexual favors.
- Making or threatening reprisals for refusing sexual advances.
- Visual conduct such as leering; making sexual gestures; displaying sexually suggestive objects or pictures; cartoons or posters; suggestive or obscene letters, notes or invitations.
- Sharing sexual photos (pornography)
- Posting sexual posters
- Sexual comments, jokes, questions
- Inappropriate sexual touching
- Inappropriate sexual gestures
- Invading personal space in a sexual way

Stalking – a form of Harassment - Stalking, defined by the National Institute of Justice as “a course of conduct directed at a specific person that involves repeated (two or more occasions) visual or physical proximity,

nonconsensual communication, or verbal, written, or implied threats, or a combination thereof, that would cause a reasonable person fear” is disruptive to employee’s lives and that can include their time at work.

Examples of Workplace Stalking may be:

- An employee may be stalked by someone they know outside of work whose stalking behaviors creep into their work life. This can include showing up to the victim’s workplace, sending unwanted parcels to work, or calling them at work.
- An employee may become the victim of stalking from a coworker.

Verbal Harassment

Verbal harassment can be the result of personality conflicts in the workplace that have escalated.

Unlike discriminatory types of harassment (such as sexual), verbal abuse is often not illegal. Instead, verbal harassment can be someone who’s consistently mean or unpleasant. Verbal harassment can be particularly damaging since it goes unnoticed and unresolved. Again, here at LADD, remember that ALL employees are required to follow our Mission, Vision and Values of valuing P.E.O.P.L.E. so use this to guide you to remind someone that it must be followed. Always report if it goes uncorrected. Management must be able to communicate with employee’s normal workplace practices throughout the course of employment.

Examples of Verbal Harassment:

Obvious verbal harassment behaviors include things like threatening, yelling, insulting or cursing at a victim in public or in private.

The intensity of any kind of harassment depends upon several factors, some of which are:

1. The degree of unsolicited verbal or physical contact;
2. Repeated actions after complaints or warnings;
3. Physically threatening statements or actions.

ALWAYS REPORT so that the issue can be corrected and all employees are kept safe!

IMPORTANT NOTE: LADD does not tolerate retaliation of any kind. Employees need to report without any retaliation. Please review the Whistleblowers Policy.

1. Complaints of harassment or violence of any type will be handled through the company's **Complaint Reporting Policy** found in the Compliance and Ethics Program.

Additional Guidance:

- If someone is indulging in bothersome or unprofessional behavior you need to immediately remind them of our Mission, Vision and Values that all employees are required to follow at all times. Also let them know exactly where their behavior is stepping out of boundaries. Understand that each of us comes from a different environment and/or culture. A person’s behavior may be defined by what was learned at home, during personal time or have been defined in their childhood. Expressing your concern to them helps not only you, but also them, define what acceptable behavior is. Regardless, all employees are required to follow our LADD Mission, Vision and Values that provides positive boundaries for our employees and all stakeholders.
- Stopping harassment and violence requires creating an environment where bothersome and unprofessional behavior is not acceptable and creating a positive environment to work and live. This can be done by reminding everyone of the need to follow the Mission, Vision and Values of valuing P.E.O.P.L.E. and working together to MAKE THE DIFFERENCE; a positive difference in people’s lives.
- Each of us need to define our boundaries. Always use your voice and tell the person to **STOP**.
- Any type of harassment is unacceptable conduct, and timely corrective action will be taken by LADD when problems of this type exist.
- All employees should feel safe at work. If harassment is occurring, it needs to be reported immediately or at least preferably within 10 days of the alleged occurrence. Reports can be made without fear of negative

consequence for the reporting employee based on the issuing of a complaint. We all need to work together to correct problems and insure everyone is following our Mission, Vision and Values.

2. If it is believed that an employee has engaged in an act of violence or is likely to engage in an act of violence, this must be reported immediately without delay to Management and the Corporate Compliance Officer so that employees are kept safe!
3. Employment will not continue for any employees found to be maliciously harassing and/or engaged in violence as well as possible prosecution to the full extent of the law.

