

Equal Participation Opportunity Policy

Bookmarks is dedicated to providing, in accordance with the needs of the organization, equal opportunities to participate as an employee, a volunteer, or a contractor to all individuals regardless of race, color, religion, sex, age, disability, national origin, veteran status, citizenship, or any other factor (other than merit), including, but not limited to, those which are prohibited by applicable federal, state, or local law. It is Bookmarks' policy to conform to applicable equal employment laws and regulations in all aspects of employment including recruitment, hiring, promotions, transfers, terminations, wage and salary administration, and training. It is also our policy to maintain a non-discriminatory environment free from unlawful intimidation or harassment.

Bookmarks strives to attract, retain and develop the excellent employees, volunteers and contractors as needed for the entity to continue as a top quality organization.

Bookmarks' Board of Directors is responsible for developing policy, enumerating strategic objectives, and allocating resources to ensure that the organization's goals are achieved. It strives to ensure that all employees, if any, volunteers and contractors are properly placed in jobs for which the Board feels they are best suited, consistent with the organization's needs and objectives.

Our Policy Against Harassment

Bookmarks' Equal Participation Opportunity Policy prohibits all forms of discrimination, including harassment. Harassment includes any form of verbal or physical behavior which is unsolicited, unwelcome and adversely affects an individual's conditions of employment, interferes with the individual's work or volunteer performance or creates a threatening work environment. Bookmarks' policy prohibits harassment on the basis of race, color, religion, national origin, age, citizenship, veteran status, or disability and it also emphatically applies to sexual harassment. All such conduct, whether committed by management or non-management personnel **and whether directed at employees, volunteers, contractors or at others with whom one comes into contact while acting on behalf of Bookmarks**, is strictly prohibited and will bring prompt and certain disciplinary action, including possible termination. No one has the authority to engage in this kind of unacceptable behavior, and the organization will not tolerate it. Bookmarks also will not tolerate such misconduct by anyone toward Bookmarks employees, contractors or volunteers.

Sexual Harassment

Sexual harassment is broadly defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where: (1) submission to the conduct is explicitly or implicitly made a term or condition of their relationship with Bookmarks; (2) submission or rejection of this conduct is used as a basis for relational decisions; or (3) the conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile, or offensive environment.

Bookmarks does not, of course, permit such misconduct. Therefore, no Bookmarks officer, director, contractors, volunteer or employee (a "Person") may do any of the following:

1. Make sexual advances (verbal, physical or visual) toward any officer, director, contractor employee, volunteer or applicant (a "Target");
2. Grant, recommend or refuse to take any personnel action because of sexual favors.
3. Take or fail to take any personnel action as a reprisal against a Target for rejecting or reporting a sexual advance.

4. Engage in or allow any Person under his or her authority to engage in any unwelcome and offensive conduct that interferes with another's expectation of a workplace environment free from sexual harassment.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It does refer to any remarks or actions of a sexual nature that are likely to be viewed as not welcome or personally offensive. This includes sexual flirtations, unwelcome physical or verbal advances, propositions, verbal abuse of a sexual nature, vulgar talk or jokes, degrading graphic or verbal comments of a sexual nature about an individual or his or her appearance, the display of sexually suggestive objects, and physical contact of a sexual or particularly personal nature. Cartoons, pictures or other graphic materials which create a hostile or offensive working environment may also be considered as harassment. In addition, no one should imply or threaten that a Target's "cooperation" with unwelcome sexual advances or requests for sexual favors (or refusal thereof) will have any effect on an individual's employment, assignment, compensation, advancement, career development, or any other condition of employment.

Complaint Procedure

Any individual who believes he or she is being subjected to sexual harassment or intimidation, or who knows about it happening to others, should, without fear of reprisal, promptly bring the matter to the attention of the Executive Director or the President. All such complaints will be treated in the strictest confidence possible.

No Retaliation

Bookmarks will not retaliate against or penalize any person for making a good faith claim or report of harassment or for providing in good faith information regarding harassment or any claim of harassment. Anyone who believes that such retaliation has occurred should use the complaint procedure described above to report it.

The Investigation

All charges of sexual harassment and retaliation will be promptly and thoroughly investigated. The person accused of wrongdoing will not conduct the investigation. Immediate and appropriate corrective action will be taken where violations of this policy are found.

Conclusion

This policy applies equally to all forms of unlawful harassment. Everyone's adherence to and support of this policy is essential if equal employment opportunity is to be a reality. Please join us in creating a work environment where harassment of any kind is not tolerated.