



**Grand Parlor Office**  
**Native Daughters of the Golden West**  
543 Baker St.  
San Francisco, CA 94117-1405

Phone: (415) 563-9091  
Fax: (415) 563-5230  
Email: [grandparlor@ndgw.org](mailto:grandparlor@ndgw.org)  
Website: [www.ndgw.org](http://www.ndgw.org)

## **The Native Daughters of the Golden West Harassment, Discrimination and Retaliation Prevention Policy**

The Native Daughters of the Golden West is an equal opportunity organization and employer which includes The Grand Parlor, Native Daughter Home, Children's Foundation, and Charitable Foundation, Inc, and is hereinafter collectively referred to as "NDGW" or "The NDGW or the NDGW". The NDGW is committed to providing a work environment free of harassment, discrimination, retaliation and disrespectful or other unprofessional conduct based on:

- Race
- Religion (including religious dress and grooming practices)
- Color
- Sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned) and sexual orientation
- National origin
- Ancestry
- Physical or mental disability
- Medical condition
- Genetic information/characteristics
- Marital status/registered domestic partner status
- Age (40 and above)
- Sexual orientation
- Military or veteran status
- Any other basis protected by federal, state or local law or ordinance or regulation.

The NDGW also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

In addition, the NDGW prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

**All such conduct violates the NDGW policy.**

### **Harassment Prevention**

The NDGW's policy prohibiting harassment applies to all persons involved in the operation of the NDGW. The NDGW prohibits harassment, disrespectful, or unprofessional conduct by any

employee of the NDGW, including supervisors, managers and co-workers. The NDGW's anti-harassment policy also applies to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and other persons with whom you come into contact while working.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;

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- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by the NDGW policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of their gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment but harassment based on any protected category.

### **Non-Discrimination**

The NDGW is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in NDGW operations.

The NDGW prohibits unlawful discrimination against any job applicant, employee or unpaid intern by any employee of the NDGW, including supervisors and coworkers.

Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, the NDGW is not obligated to disclose the wages of other employees.

## **Anti-Retaliation**

The NDGW will not retaliate against you for filing a complaint or participating in any workplace investigation or complaint process and will not tolerate or permit retaliation by management, employees or co-workers.

## **Reasonable Accommodation**

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the NDGW will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the current Grand President or Grand Vice President of NDGW and discuss the need for an accommodation. The NDGW will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job.

An applicant, employee or unpaid intern who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact the current Grand President or Grand Vice President of NDGW and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, the NDGW will make the accommodation.

The NDGW will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees or coworkers.

## **Harassment, Discrimination and Retaliation Prevention Policy Complaint Process**

If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct, bring your complaint to your supervisor or the current Grand President or Grand Vice President of NDGW as soon as possible after the incident. You can bring your complaint to any of these individuals. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the current Grand President or Grand Vice President of NDGW. Please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but it is not mandatory.

If the current Grand President or current Grand Vice President is involved or believed to be involved in the matter being reported, employees and volunteers may report the event a current member of the Board of Directors designated to review the matter. Authorized NDGW

representatives will be appointed and conduct an investigation, and take appropriate action within a reasonable period of time. Such complaints will be held in confidence to the extent the needs of the investigation permit.

The NDGW encourages all individuals to report any incidents of harassment, discrimination, retaliation, or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment, discrimination and retaliation in employment. If you think you have been harassed or discriminated against or that you have been retaliated against for resisting, complaining or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at [www.dfeh.ca.gov](http://www.dfeh.ca.gov) and [www.eeoc.gov](http://www.eeoc.gov).

All complaints involving harassment, discrimination, retaliation or other prohibited conduct to the current Grand President or Grand Vice President of NDGW, so the NDGW can try to resolve the complaint.

When the NDGW receives allegations of misconduct, it will immediately undertake a fair, timely, thorough and objective investigation of the allegations in accordance with all legal requirements. The NDGW will reach reasonable conclusions based on the evidence collected.

The NDGW will maintain confidentiality to the extent possible. However, the NDGW cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner
- Kept confidential to the extent possible
- Investigated impartially by qualified personnel in a timely manner
- Documented and tracked for reasonable progress
- Given appropriate options for remedial action and resolution
- Closed in a timely manner

If the NDGW determines that harassment, discrimination, retaliation or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. The NDGW will also take appropriate action to deter future misconduct.

Any employee determined by the NDGW to have engaged in harassment, discrimination, retaliation or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

**PLEASE SIGN THE NEXT PAGE**

**Confirmation of Receipt of Harassment, Discrimination and  
Retaliation Prevention Policy**

I have received my copy of the NDGW Harassment, Discrimination and Retaliation Prevention Policy. I understand and agree that it is my responsibility to read and familiarize myself with this Policy.

I understand that the NDGW is committed to providing a work environment that is free from harassment, discrimination, and retaliation. My signature certifies that I understand that I must conform to and abide by the rules and requirements described in this Policy.

Grand Officer Title: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Title \_\_\_\_\_

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_