



Bringing People Together
Through Service.

OFFENSIVE BEHAVIOUR/NON-DISCRIMINATION

Serve Wyoming/Host Site/VISTA desires to provide a positive and productive service environment. To that end, we are committed to providing a service environment that is free of offensive behavior, including discrimination and harassment, and to provide a means of dealing with such incidents should they occur. Harassment, in any form, will not be tolerated by any member or Host Site staff/volunteer. This includes harassment based upon a person's race, color, creed, religion, national origin, sex, marital status, age, religion, sexual orientation, disability, political affiliation, marital or parental status, marital status, genetic information, military service, pregnancy, submission of a complaint, status with regard to public assistance, familial status, disability - as described in the AmeriCorps Program Civil Rights and Non-Harassment Policy. , sexual orientation, or age. If you promote yourself above the work of the VISTA program while on duty, it may also fall within the guidelines of offensive behavior.

This policy applies to all members, employees, supervisors, managers, and officers of Serve Wyoming and the VISTA Host Site. Members also are protected from harassment and discrimination perpetrated by third parties they meet in the workplace, including vendors, contractors, and members of the Board of Directors, etc.

"Harassment" is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, creed, religion, national origin, sex, marital status, gender identity, status with regard to public assistance, familial status, disability, sexual orientation, or age, and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or,
- Otherwise adversely affects an individual's service opportunities.

Sexual harassment is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:





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- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's service;
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Although the intent of the person engaging in the conduct may be harmless or even friendly, it is the welcomeness of the conduct by the recipient that is relevant to whether the policy has been violated. Given the difficulty of judging whether the conduct is welcome or unwelcome in particular situations, the company prohibits all employees from violating this policy. No retaliation or intimidation directed towards anyone who makes a complaint will be tolerated.

Persons who believe they have been subject to a policy violation or who have witnessed a policy violation should report those incidents so that we may promptly address the problem by taking the following steps:

- Tell a supervisor or manager at the Host Site verbally and/or in writing. Serve Wyoming encourages members to make accurate reports and to provide as much information to Serve Wyoming as possible so that it may properly and thoroughly investigate the report. If, after appropriate investigation, this policy is found to have been violated, the perpetrator will be subject to appropriate disciplinary action, depending on the circumstances, up to and including termination.
- If the issue is not resolved through your Host Site grievance process, please fill out the AmeriCorps grievance form and turn it in to Serve Wyoming at (307) 234-3428 or hello@serveyoming.org.

If you have questions about whether conduct is permissible under this policy, you should discuss it with your supervisor or Serve Wyoming contact.

