



Policy and Procedure # 651

Harassment and Fraternization

Approval: _____ Effective Date: 5/10/24

POLICY:

EFI recognizes and values the integrity of its employees and their right to work in an environment free of unlawful discrimination and harassment. EFI prohibits discrimination and harassment based upon any individual's age, race, color, religion, creed, sexual orientation, national origin, marital status, veteran's status, Vietnam-era veteran status, the presence of any sensory, mental, or physical disability, the presence of HIV/ AIDS, or any other status or characteristic protected by federal, state, or local law.

Conduct that EFI determines violates this policy may subject you to corrective action including discharge, even if the conduct is not severe enough to violate the law. Discrimination and harassment not only violate company policy, but also may violate federal, state and local law. All those in the employ of EFI will read & sign the company policy.

PROCEDURE:

1. Harassment:
 - a. Training will be provided to all personnel including:
 - i. Familiarization with this policy (which is explained above)
 - ii. Viewing an instructional video and taking a self-quiz on harassment.
 - b. Employees who feel they have been discriminated against or harassed by a co-worker, supervisor, client, or vendor because of their age, race, color, religion, veteran's status, Vietnam-era veteran status, sexual orientation, national origin, marital status, the presence of any sensory, mental or physical disability, or any status or characteristic protected by federal, state, or local law should immediately speak with a Director, Supervisor, or the Human Resource department.
 - i. Complaints will be treated seriously, promptly investigated and appropriate action will be taken. The investigation will be as confidential as possible consistent with the need to conduct a full investigation.
 - c. In the event a complaint is filed against the Executive Director, the Board of Directors of EFI will investigate the complaint and take the corrective action needed.
 - d. Whether a complaint is deemed warranted or not, EFI will not tolerate any type of retaliation against anyone who filed the complaint or who assisted in investigating the complaint. If it is determined that there was retaliation or that the investigation was interfered with, the individual or individuals involved will be subject to corrective



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action, up to and including termination. EFI will and does comply with all state, federal and local laws, and strives for a workplace free of any discrimination.

- e. EFI prohibits the use of the complaint process for improper, malicious, or ill-intended purposes. EFI will take corrective action, up to and including termination, against any employee who abuses the complaint process by knowingly lodging a false complaint or by knowingly giving false information during the course of an investigation.
2. Fraternization:
- a. EFI wants to avoid misunderstanding, complaints of favoritism, and possible claims of sexual harassment, lowered employee morale and dissension problems that can potentially result from personal or social relationships between employees. This policy is especially important for employees holding positions of authority, such as managers or supervisors. Accordingly, all employees, both management and non-management, are prohibited from fraternizing or becoming romantically involved with other employees when, in the opinion of EFI, their personal relationships may create a potential conflict of interest, cause disruption, create a negative or unprofessional work environment, or present concerns regarding supervision, safety, security or morale.
 - b. EFI reserves the right to determine what relationships represent an actual or potential conflict of interest.
 - i. In any case where EFI determines, in its sole discretion, that a relationship between two employees, or between an employee and non-employee presents an actual or potential conflict of interest, EFI may take whatever action it determines to be appropriate to avoid the actual or potential conflict of interest.
 - ii. Such action may include, but is not limited to transfers, reassignments, changing shifts, or where it deems appropriate, corrective action up to and including discharge.

I have read, understand, and will comply with the above Policy and Procedure #651.

Printed Name

Signature

Date