



## **POLICY FOR A HARASSMENT-FREE WORKPLACE**

### Unlawful Harassment Prohibited

The Chicago Lighthouse for People Who Are Blind or Visually Impaired prohibits any form of harassment because of race, color, religion, national origin, sex (with or without sexual conduct), age, disability, ancestry, marital status, citizenship status, arrest record, military status, military discharge status, protected activity (i.e. opposition to prohibited discrimination or participation in the statutory complaint process) or other characteristic protected under federal, state or local law. Violation of this policy may result in discipline, up to and including discharge.

Unlawful harassment includes slurs, insults, jokes, and ridicule and other verbal or physical conduct relating to an individual's race, color, religion, national origin, sex, age, disability, ancestry, marital status, citizenship status, arrest record, military status, military discharge status, protected activity or other characteristic protected under federal, state or local law, which has the purpose or effect of unreasonably interfering with an individual's work performance, creating an intimidating, hostile or offensive working environment or otherwise adversely affecting an individual's employment opportunities.

The Chicago Lighthouse strives to provide a work environment free from verbal, physical and visual (signs, posters, pictures or documents) harassment or behavior which may be offensive to employees. All employees and volunteers must be sensitive to the individual rights of their co-workers.

### Sexual Harassment

The following explanation is included to clarify the meaning of the term sexual harassment. Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature. No supervisor, employee or volunteer shall indicate in any manner, either explicitly or implicitly, that an employee's or applicant's refusal to submit to sexual advances will adversely affect that person's employment or any term or condition of employment. Similarly, no supervisor, employee or volunteer shall promise, imply or grant any preferential treatment in return for an employee, applicant or volunteer engaging in sexual conduct.

Sexual harassment may also include unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, unnecessary touching of an individual, graphic or verbal comments about an individual's body, sexually degrading words used to describe an individual, a display in the workplace of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault. This policy applies to unwelcome conduct directed to persons of the opposite sex and to persons of the same sex.



## Complaint Procedure

Any employee or volunteer who believes that he or she is a victim of harassment on the basis of race, color, religion, national origin, sex (with or without sexual conduct), age, disability, ancestry, marital status, citizenship status, arrest record, military status, military discharge status, protected activity (i.e. opposition to prohibited discrimination or participation in the statutory complaint process) or other protected characteristic by any supervisor, management team member, fellow employee, volunteer, vendor, customer or any other person connected with The Chicago Lighthouse, should bring the matter to the immediate attention of their immediate supervisor or the Director of Human Resources. Managers or supervisors who are aware of information suggesting that a violation of this policy may have occurred must advise the Director of Human Resources of this information so that an investigation can be conducted.

The Chicago Lighthouse will investigate allegations of harassment and undertake immediate and appropriate corrective action, including discipline, whenever it determines that harassment has occurred in violation of its policy. An employee or volunteer who initiates a complaint of harassment or participates in an investigation of harassment will not be subject to any retaliatory action.

The complaint will be treated in a confidential manner to the extent feasible. The Chicago Lighthouse will discipline employees or volunteers, up to and including discharge, for any violation of the prohibitions against harassment and retaliation.

## About This Policy

This policy is not a contract. It is intended to explain a volunteer's legal rights in regard to unlawful harassment. It is not meant to provide for greater or lesser rights than employees or volunteers have under applicable law.

I hereby certify that I have read and understand The Chicago Lighthouse's policy of maintaining a harassment-free workplace and, as a condition of service, I promise to abide by that policy.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## POLICY FOR A DRUG-FREE WORKPLACE

In full cooperation with the federal government, it is the policy of The Chicago Lighthouse for People Who Are Blind or Visually Impaired (“CL”) to have a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, mind-altering chemical, depressant, stimulant, or alcohol is strictly prohibited “on premises”. “On premises” includes any work site, vehicle or office which is owned, serviced or used by the CL, or program participant/client of the CL, and includes employee-owned vehicles on the property of the CL. Violation of this policy will ordinarily result in immediate discharge. If an employee/program participant wants assistance, he or she may request assistance through our Employee Assistance Program (EAP) without being subject to disciplinary action.

As part of our policy, we are establishing and maintaining a drug-free awareness program to inform employees about: (a) our policy of maintaining a drug-free workplace; (b) the dangers of drug abuse in the workplace; (c) drug counseling, rehabilitation and similar programs which are available in the community; and (d) the fact that an employee may not only lose his or her job, but may be sent to prison, for drug abuse violations.

For compliance with the federal law and as a condition for continued employment with the CL, each employee/volunteer must: (a) comply with this policy of a drug-free workplace; and (b) notify the CL of any criminal drug statute conviction for a violation occurring in the workplace, not later than five (5) days after the employee’s conviction. Within ten (10) days after receiving notice that an employee has been convicted of violating a criminal drug statute, we are required to report that fact to any government agency with which we have a contract.

I hereby certify that I have read and understand the CL’s policy of maintaining a drug-free workplace and, as a condition of volunteering at the CL, I promise to abide by that policy. I also promise to notify the CL if I am convicted of any criminal drug statute violation occurring in the workplace within five (5) days after such conviction.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



### UNDERSTANDING OF VOLUNTARY SERVICE

I understand and agree that all services that I provide to The Chicago Lighthouse are voluntary and that I will not be paid for any such services.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### UNDERSTANDING OF POLICIES AND PROCEDURES

To the best of my knowledge all statements set forth in this volunteer application are true. I hereby affirm that I have never been convicted of a violent crime, child abuse or neglect, child pornography, child abduction, kidnapping, rape or any sexual offense, nor have I been ordered by the court to receive psychological or psychiatric treatment in connection therewith. I agree to a background check and/or additional screening procedures, and I will sign the forms appropriate for such a check. I understand that any misrepresentation will result in immediate termination of my volunteer services. I agree to abide by the policies and procedures of The Chicago Lighthouse and understand that any failure to do so may result in immediate termination of my volunteer services.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### CONSENT TO OBTAIN REPORTS

I hereby consent to have The Chicago Lighthouse obtain reports of my character, general reputation and personal characteristics (i.e., criminal background check) from a consumer reporting agency.

I hereby authorize The Chicago Lighthouse and its employees, agents, affiliates and subsidiaries to obtain reports of my character, general reputation and personal characteristics (i.e., criminal background check) from a consumer reporting agency.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_