



DISCRIMINATION, HARASSMENT AND RETALIATION PREVENTION POLICY FOR VOLUNTEERS

The Alameda Food Bank is committed to providing a work environment free of discrimination or harassment. We will not tolerate any form of discrimination or harassment that violates this policy. Any violation may result in termination of the volunteer's activities at AFB.

Equal Employment Opportunity

The Alameda Food Bank is an equal opportunity employer. We further commit to making decisions regarding volunteers without regard to any *protected characteristics* -- race, religion, age, sex, sexual orientation, gender, gender identity, national origin, ancestry, marital status, medical condition as defined by state law (cancer, genetic characteristics), disability, military service or veteran status, pregnancy, childbirth and related medical conditions or any other characteristic protected by federal, state or local laws.

Discrimination Defined

Discrimination under this policy means treating differently or denying or granting a benefit to any individual because of the individual's protected characteristic.

Harassment Defined

Harassment under this policy is unwelcome verbal, visual or physical conduct creating an intimidating, offensive or hostile work environment that interferes with work performance. Harassment can be verbal (e.g., slurs, jokes, insults epithets, displays or emails) or physical conduct (e.g., physically threatening another or blocking someone's way) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is not unlawful. Volunteers are expected to behave at all times in a professional and respectful manner.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other conduct such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal or physical conduct of a sexual nature. Examples of conduct that violates this policy can include:

- Obscene or suggestive gestures, pictures, cartoons or comments
- Unwelcome touching
- Conduct or comments consistently targeted at only one gender, even if the content is not sexual

Retaliation Defined

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy or participated in the reporting and investigation process.

"Adverse conduct" includes, but is not limited to: shunning and avoiding an individual who reports discrimination, harassment or retaliation; express or implied threats or intimidation intended to prevent an individual from reporting discrimination, harassment or retaliation.

Retaliation Policy

No employee will be subject to, and AFB prohibits, any form of retaliation for reporting perceived violations, pursuing any such claim or cooperating in any way in the investigation of such claims.

Reporting Procedure

If a volunteer believes someone has violated these policies, the volunteer should bring the matter to the attention of the Executive Director, Program Manager or Warehouse Manager as promptly as possible. We cannot remedy concerns unless you bring these claims to our attention.

Investigation Procedure

AFB will promptly investigate the facts and circumstances of any claim these policies have been violated. To the extent possible, we will endeavor to keep the reporting volunteer's concerns confidential. Based upon AFB's reasonable evaluation of the information gathered, and

where justified, appropriate corrective measures will be taken. Violation of these policies may result in a termination of the volunteer's activities with AFB.