



Ben's Bells Project

Non-discrimination and anti-harassment policy

Ben's Bells Project is committed to providing all employees with a workplace free of all types of harassment and discrimination based on race, color, religion, national origin, sexual orientation, age, gender, physical or mental disability, or veteran status.

"Discrimination" occurs when an individual, or group of individuals, is treated adversely because they belong to a classification of individuals that is protected from discrimination by a federal or state statute or this Ben's Bells Project policy.

"Harassment" is a specific form of discrimination. It is unwelcome behavior, based on a protected classification, that a reasonable person would perceive to be sufficiently severe or pervasive to create an intimidating, hostile, or offensive environment. Harassing conduct may take many forms, including verbal acts and name calling, as well as nonverbal behavior, such as graphic, electronic, and written statements, or conduct that is physically offensive, harmful, or threatening.

Ben's Bells Project prohibits and will not tolerate any unlawful harassment or discrimination by Supervisors/Managers, coworkers, interns, volunteers, community partners, or others who do business with Ben's Bells Project.

It is our policy to maintain a work environment free from all forms of unlawful harassment or discrimination and to insist that all employees, interns, and volunteers be treated with dignity, respect, and kindness. The purpose of this policy is not to regulate our employees', interns', or volunteers' personal morality. It is to assure that unlawful harassment or discrimination does not occur in the workplace.

An individual who believes that he or she has been subjected to discrimination or harassment in violation of this policy should contact Ben's Bells Project at 520-622-1379 or bensbells@bensbells.org to obtain information about resolving concerns, including complaint-filing options and procedures, and to enable Ben's Bells Project to take prompt remedial action.

All reports of discrimination or harassment will be confidential, except to the extent disclosure is required by law or is necessary to facilitate the investigation and resolution of the discrimination or harassment allegations.