



Guide Dogs for the Blind

GDB Harassment Policy

Sexual and Other Unlawful Harassment

Guide Dogs for the Blind's policy prohibits harassment, and we are committed to providing a work environment free of sexual harassment or other unlawful harassment based on the following characteristics, or the perception of these characteristics:

- Age (40 and over)
- Ancestry
- Color
- Religious Creed (including religious dress and grooming practices)
- Denial of Family and Medical Care Leave
- Disability (mental and physical) including HIV and AIDS
- Marital Status
- Medical Condition
- Genetic Information
- Military and Veteran Status
- National Origin (including language use restrictions)
- Race
- Sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding)
- Gender, Gender Identity, and Gender Expression
- Sexual Orientation

This anti-harassment policy applies to all persons involved in the operation of Guide Dogs for the Blind, including employees, volunteers, and students; regardless of whether the harassment involves co-workers, supervisors, managers or third parties with whom an employee comes into contact.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs based on any protected characteristic;
- Visual displays such as derogatory posters, photography, cartoons, drawings or gestures;
- Physical conduct including unwanted touching, assault, impeding or blocking movement or any physical interference with normal work or movement because of any protected basis; and,
- Unwanted sexual advances which condition an employment benefit in exchange for sexual favors.

Abusive Conduct Prevention

It is expected that the Company and persons in the workplace perform their jobs productively as assigned, and in a manner that meets all of managements' expectations, during working times, and that they and refrain from any malicious, patently offensive or abusive conduct including but not limited to conduct that a reasonable person would find offensive based on any of the protected characteristics described above.

Examples of abusive conduct include repeated infliction of verbal abuse, such as the use of malicious, derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the intentional sabotage or undermining of a person's work performance.

Complaint Procedure

If you believe that you have been unlawfully harassed or subject to abusive conduct, submit a verbal or written complaint to your department manager or, if they were involved, to their manager, the Human Resources Department and/or the CEO. Employees are strongly encouraged to report any incidents or complaints of harassment forbidden by this policy immediately. Supervisors are required to report any complaints of misconduct to the Human Resources Department. Guide Dogs for the Blind will maintain confidentiality to the extent possible.

All complaints will be followed by an impartial, fair, thorough and timely investigation by qualified personnel, which will be documented and tracked for reasonable progress. The investigation will provide all parties appropriate due process and reach reasonable conclusions based on the evidence collected. Remedial action will be taken if any misconduct is found, up to and including discharge.

The Federal Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, and the Oregon Bureau of Labor and Industries investigate and prosecute complaints of prohibited harassment in employment. An employee who feels they have been harassed or retaliated against for resisting or complaining may file a complaint with the appropriate agency. Information may be located by visiting the agency website at www.eeoc.gov, www.dfeh.ca.gov, or www.oregon.gov/boli.

Prohibition Against Retaliation

Guide Dogs for the Blind will not retaliate against an individual for filing a complaint and will not tolerate or permit retaliation by management, employees, or co-workers against any person by another employee or by Guide Dogs for the Blind for using this complaint procedure, reporting harassment, or for filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

Please report any retaliation to your supervisor or the Human Resources Department. Any report of retaliatory conduct will be investigated promptly in a thorough and objective manner. If a report of retaliation is substantiated, appropriate disciplinary action, up to and including discharge, will be taken.