



Policy: Equal Employment Opportunity, Appropriate Conduct Policy, and Complaint Procedure

ChildNet Number: CN 009.024

Original Approved Date: June 16, 2010

Policy Revised Date(s): August 9, 2012

Policy Sunset Date:

COA Standard(s): HR 1.01, HR 1.02, HR 4.05, HR 5.01

Statement of Policy:

ChildNet provides equal employment opportunity in all of its employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to race, sex, age, religion, color, disability, national origin or ancestry, citizenship status, genetic information, marital status, veterans' status or military service obligation, medical condition, sexual orientation, or gender identity or expression and any other status protected by applicable law.

Compliance with ChildNet's policy of equal employment opportunity is the responsibility of every employee of ChildNet. Any employee who believes anyone at ChildNet has deviated from the company's policy of equal employment opportunity is required to immediately report his or her concerns. Talent Management shall oversee the administration of the policy and the prompt investigation and resolution of any concerns that are raised under this policy.

Board Chair's Signature: _____

Date: _____

8/29/2012



Procedure: Equal Employment Opportunity, Appropriate Conduct Policy, and Complaint Procedure

ChildNet Number: CN 009.024

Original Approved Date: June 16, 2010

Procedure Revised Date(s): October 28, 2010, August 9, 2012, May 14, 2014

Procedure Sunset Date:

COA Standard(s): HR 1.01, HR 1.02, HR 4.05, HR 5.01

Statement of Procedure:

ChildNet is committed to fostering a collegial work environment in which all individuals are treated with respect and dignity. Each employee has the right to work in a professional atmosphere that encourages equal opportunity and discourages discriminatory practices. ChildNet requires that all its employees act appropriately when interacting with other employees or when dealing with any other person ChildNet enforces a higher standard of interpersonal conduct. As such, conduct may be inconsistent with this policy even if it does not rise to the level of an actionable claim under federal, state, or local law. ChildNet, under this policy, may take action as to an employee's conduct, regardless of whether the employee's conduct is inconsistent with applicable law.

Accordingly, ChildNet will not tolerate inappropriate conduct, including sexual harassment of its employees, nor will ChildNet tolerate discrimination or harassment based on race, sex, age, religion, color, disability, national origin or ancestry, citizenship status, genetic information, marital status, veterans' status or military service obligation, medical condition, sexual orientation, or gender identity or expression and any other status protected by applicable law. This means that all inappropriate or unwelcome conduct or treatment based upon these characteristics, including harassment, is completely unacceptable.

Examples of inappropriate conduct and harassment include, but are not limited to: unwelcome advances, requests for sexual acts or favors, use of insulting or degrading remarks, suggestions that an employee's work status is contingent upon acquiescence to sexual advances, or other verbal or physical conduct of a sexual or other harassing nature, including where submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

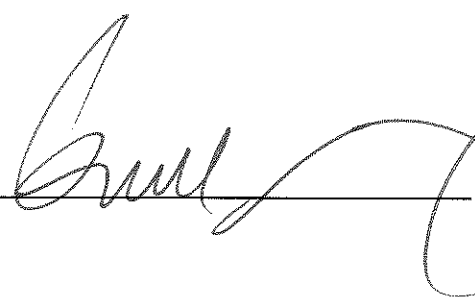
Ethnic slurs, racial 'jokes,' offensive or derogatory comments, or any other verbal or physical conduct based on an individual's race, sex, age, religion, color, disability, national origin or ancestry, citizenship status, genetic information, marital status,



veterans' status or military service obligation, medical condition, sexual orientation, or gender identity or expression and any other status protected by applicable law constitutes inappropriate conduct prohibited by this policy if the conduct creates an intimidating, hostile, or offensive working environment, interferes with the individual's work performance, or causes or contributes to an unprofessional work environment

If an employee encounters or observes such behavior from anyone, including supervisors, fellow employees, vendors, customers or clients, the employee **must** bring the problem to the attention of his or her immediate supervisor right away. If the problem is with an employee's immediate supervisor, if the immediate supervisor is unavailable, or if the employee would otherwise prefer to discuss the problem with someone else, the employee **must** bring his or her complaint to the attention of Talent Management. ChildNet will investigate the matter and take appropriate action to end any inappropriate conduct found – whether or not that conduct constitutes harassment or rises to the level of a violation of law – including disciplining or discharging the offending individual, if necessary and appropriate. All complaints will be handled promptly, and safeguards will be applied. The privacy of all persons involved will be respected, and all complaints kept confidential to the extent possible while conducting a thorough investigation in accordance with CN 009.080 Reporting of Concerns and Grievances Policy.

Furthermore, ChildNet will not permit any supervisor, manager, or employee to engage in any form of retaliation against any employee who makes a complaint or who participates in the complaint resolution process. Retaliation is a serious violation (CN 009.080) and must be reported immediately. Anyone determined to have engaged in any act of retaliation against an employee who raised good faith concerns under this policy will be subject to immediate discharge from employment.

President's Signature:  Date: 05-27-14