

RIVERS OF RECOVERY, INC.

HARASSMENT POLICY

Rivers of Recovery, Inc. (the "Corporation") is committed to maintaining a work environment that is free of discrimination and harassment. The Corporation will not tolerate unwelcome, harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. In keeping with this commitment, we will not tolerate harassment of our employees ("Corporation employees" include, but is not limited to, paid employees and volunteers) by anyone, including any supervisor, co-worker, vendor, visitor, or participants in the charitable programs of the Corporation. Conduct by any employee which harasses, disrupts or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment is not tolerated here. Sexual harassment is specifically prohibited.

Conduct which interferes with operations, brings discredit to the Corporation, or is unreasonably offensive to participants or fellow employees will not be tolerated and may subject the employee to disciplinary action. This includes, but is not limited to, illegal harassment. Illegal harassment includes, but is not limited to, unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, handicap/disability, veteran status, citizenship status, or other protected group status.

Sexual harassment is illegal and deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender specific traits, foul or obscene language or gestures, displays or foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another's body.

All of the Corporation's employees are responsible for helping to assure that we avoid harassment. If you feel that you have experienced or witnessed harassment, you should take the following actions. First, tell the offending individual to stop the objectionable action. If this does not work, or you fear reprisal, inform the Executive Director of the situation.

If you feel uncomfortable talking to the Executive Director, or if the complaint involves supervisory personnel, inform the Managing Partner or any member of the Governance Committee. Employees are assured that there will be no retaliation against anyone who submits a truthful complaint in good faith or participates in an investigation regarding a complaint. However, any individual who is found to have falsely reported and/or accused another individual

of harassment, **knowing that the report or accusation was false**, will be subject to appropriate disciplinary action.

The Corporation's policy is to investigate all such complaints thoroughly and promptly. To the fullest extent practicable, the Corporation will keep complaints and the terms of their resolution confidential. The Corporation will review its findings with the complaining party at the conclusion of the investigation. If the investigation conCorporations that harassment has occurred, the Corporation will take appropriate corrective action, up to and including immediate termination of employment, as is appropriate. If the validity of the complaint cannot be determined, immediate and appropriate action will be taken to assure that all parties are reacquainted with this anti-harassment policy to avoid harassment in the future.