



# HUNDRED NIGHTS INC.

*Reaching for the Warmth of Home*

Emergency Shelter & Open Doors Resource Center

P.O. Box 833

17 Lamson Street

Keene, NH 03431

(603) 352-5197

[www.hundrednightsinc.org](http://www.hundrednightsinc.org)

Tax ID: 45-2798171

## Hundred Nights, Inc. Harassment and Workplace Violence Prevention Policy

Hundred Nights, Inc. is concerned for the health and well-being of all employees, volunteers (including members of the Board and/or Committees), and participants. All employees should be treated with courtesy and respect at all times. Hundred Nights, Inc. is committed to providing a workplace that is safe and free from harassment, intimidation, and any acts of violence or threats of violence in any form. Hundred Nights, Inc. will not tolerate any type of harassment or violence of its employees, board or committee members, volunteers, vendors/ business partners or clients/consumers. This includes any form of electronic communication.

As used in this policy, the term "harassment" includes sexual as well as harassment based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any legally protected characteristic. Any behavior that fosters a hostile work environment is prohibited.

Examples of prohibited conduct include racial and ethnic slurs, making offensive references to stereotypes, or jokes about characteristics protected by law. It is not considered harassment, discrimination or other behavioral misconduct of any sort for Hundred Nights, Inc. or a supervisor to enforce job performance and standards of conduct in a consistent manner.

### Anti-Bullying

Bullying goes beyond the single episode of teasing or fighting. Bullying is a pattern of behavior in which the bully attempts to intimidate his or her victim. Examples of bullying behavior range from teasing, to extortion, to physical assault, this includes any form of electronic communication.

At Hundred Nights, Inc., all forms of bullying are strictly prohibited. People who are observed or discovered to be engaged in bullying are subject to disciplinary procedures.

### Workplace Violence

Workplace violence is defined as performing actions or using words that endanger or harm another employee, volunteer, participant or result in another employee, volunteer or participant having a reasonable belief that he/she is in danger. Any conduct which makes an individual feel endangered is in violation of this policy.

Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the Hundred Nights, Inc. premises and training sites without proper authorization.

Examples of workplace violence amounting to behavioral misconduct include but are not limited to

- verbal or physical threats
- assaults or other violence
- any behavior that causes others to feel unsafe such as bullying, shouting, or name calling
- belligerent, threatening or offensive comments
- hitting, pushing, or other similar physical contact, including touching or threats to take such action
- gestures or the display of offensive signs or pictures
- other aggressive behavior



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Conduct that threatens, intimidates, or coerces another employee, a volunteer, a vendor, a participant, or a member of the public at any time will not be tolerated, this includes any form of electronic communication.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment. See 'Reporting' section below.

## Harassment

Hundred Nights, Inc. is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any legally protected characteristic will not be tolerated.

Any action may be considered harassing if it:

1. creates a hostile, intimidating or offensive work environment;
2. unreasonably interferes with an employee's or volunteer's work performance; or
3. adversely impacts an individual's employment opportunities.

An employee's conduct will be considered unwelcome and in violation of this policy when the employee or volunteer should have known that the conduct was unwelcome, or when the person subjected to the conduct voiced his or her objection.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. This includes any form of electronic communication. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
  - Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
  - Verbal sexual advances or propositions.
  - Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
  - Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment, volunteering or overnight residence; (2) submission or rejection of the conduct is used as a basis for making employment, volunteering or residence decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.



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## **Reporting, Investigation and Disciplinary Action of Bullying, Violence or Harassment**

Hundred Nights, Inc. urges any employee, volunteer or participant who believes that he/she has been treated in violation of this Policy to first consider telling the offending party that his/her conduct or behavior is inappropriate.

However, if an employee, volunteer or participant is not comfortable confronting the offending party, he/she should immediately report the matter to: a) His/her immediate supervisor; or b) The Executive Director; or c) if the Executive Director is involved, the Board Chair or any Board Member. Reporting disputes or differences with others should be done before the situation escalates.

Hundred Nights, Inc. is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns. All allegations of harassment will be quickly and discreetly investigated. No employee who makes a good faith allegation will be subject to retaliation. Nor will any employee be retaliated against for participating in any investigation of inappropriate conduct. Retaliation in response to reports of sexual or other unlawful harassment will not be tolerated and will be subject to disciplinary action, up to and including termination of employment, paid or not.

The investigation will generally consist of interviews with witnesses to the event/conduct, including the complainant and the alleged harasser. To the extent possible, confidentiality of the person reporting, of any witnesses and the alleged harasser, will be protected against unnecessary disclosure. When the investigation is completed, the complainant and the alleged wrongdoer will be informed of the outcome of the investigation.

Hundred Nights, Inc. will take prompt disciplinary action in response to policy violations. Disciplinary action may include termination of employment, paid or not.

If you have questions about this policy, contact the Executive Director for additional information.

Approved by the Hundred Nights, Inc. Board of Directors on June 21, 2017