

Affirmative Action, Non-Discrimination, Diversity, Cultural Competence Agency Wide

(WAC 246-335-065 (6), WAC 357-25-025)

Cross reference 319 Affirmative Action, 019, Forms for new hires

Concerned Citizens states as its policy a commitment to provide equal opportunity to all persons in the matters effecting but not limited to recruitment, employment, compensation, benefits, promotions, training, discipline, transfer, and layoff practices. It extends this commitment to provide equal opportunity to all patrons, participants, clients, children, adults, seniors, and consumers of any service offered.

It is the policy of Concerned Citizens that no person shall be subjected to discrimination because of

- Color,
- Race,
- National origin or tribal origin,
- Gender
- Sexual orientation,
- Age,
- Religion,
- Creed,
- Gender Identity
- Citizenship status
- Marital status,
- Lawful political beliefs
- Developmental Disability,
- Veteran discharge or status,
- HIV or AIDS
- Or the presence of any physical, mental, or sensory disability.

This policy is consistent with Titles VI and VII of the 1964 Civil Rights Act: Title VII of the EEO Act of 1972; 45 CFR Part 80-91; Sections 503 and 504 of the Rehabilitation Act of 1973; The Age Discrimination Act of 1975; Age Discrimination in Employment Act of 1976; Civil Right Act of 1974 Vietnam Era Veterans Act of 1991; the Governor's Executive Order 85-09: and the Washington state laws against discrimination, RCW 49.60. SB 6205

This policy applies to every aspect of the agency's programs, practices, policies, and activities, including client services and employment practices. Concerned Citizens recognizes that it is insufficient to proclaim opposition to discrimination; therefore, Concerned Citizens takes the initiative in affirmative action to achieve the status of an equal opportunity employer. The affirmative action program is a basic outline of position steps to be undertaken in order to:

1. Provide equal opportunity and treatment to women, minority groups and all other persons who are employed by or are applying for employment with Concerned Citizens.
2. Correct under-utilization of women and members of minorities at all levels and in all segments of the Concerned Citizens work force and client base.
3. Concerned Citizens will enter contractual agreement only with equal opportunity employers.
- 4.

Affirmative Action and Non-Discrimination Agency wide:

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 - 3. Concerned Citizens will enter contractual agreement only with equal opportunity employers.
 - 4. Zero tolerance of
 - any form of harassment,
 - discrimination,
 - violence or abuse in our workplace to include employees past and present committed by or against employees, former employees, clients, other third parties, such as (client family/friends at the home of a client).

Concerned Citizens is committed to providing a workplace free of:

Harassment: defined as: unwanted behavior that interferes with work of an employee, including sexual harassment which is unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature. This includes asking an employee out on date, leaving explicit material in view, sending suggestive or vulgar texts, or making sexual comments.

Abuse: defined as, yelling, swearing, or screaming at employees; belittling, insulting, or degrading employees; or falsely accusing an employee of actions which would result in employment termination or making false accusations based on an employee making a good faith complaint about harassment, discrimination, violence, or abuse.

Violence: defined as, actual, attempted or threats of hitting, shoving, pinching, bumping, kicking, throwing things at employees, assault, including sexual assault, or physical harm including threats of use of weapons.

Discrimination: defined as, making slurs, jokes, or negative comments about an attribute a worker has or is perceived to have. Refusing to allow an employee to work because an attribute.

Protocol:

For any suspected harassment, sexual or otherwise, discrimination, violence, or abuse:

1. Report immediately to your supervisor or the next administrator in the chain of command, in writing. This will be kept confidential unless criminal charges result in this report.
2. The agency will respond immediately, within 5 days, with an internal investigation, or a reassignment for staff.
3. In some situations, a police report and possibly a report to APS will occur to trigger an independent investigation. In the case of a charge involving a client the supervisor will report to the authorities.
4. Employees have the right and are encouraged to leave the workplace immediately if they feel their safety is at risk. As soon as safety is achieved call your supervisor to report the incident and to cover your client.

Employee Rights and Protections

Clients of Concerned Citizens can have offensive behaviors, some are cognitively impaired, have mental health issues, and or anger issues that are a result of their disability or their situation. CC takes these issues into consideration when assigning staff. That does not mean that we expect you, the caregiver to be in situations where you are uncomfortable. We expect you to report all uncomfortable situations with a client to your supervisor.

- Employees will not be subjected to acts of retaliation for disclosing, challenging, reporting, testifying, or assisting in an investigation regarding allegations of harassment, abuse, violence, or discriminatory behavior made in good faith.
- Repeated accusations about these issues and unwillingness to work with several clients on this basis may mean that you are not suited to this type of work, and you may be reassigned to another program or client.
- Employees have the right to refuse to work with specific clients and will not be terminated, have a reduction in pay, and can request to be reassigned. You are required to document the incidents with dates and clear information.
- We do expect you to be a compassionate caregiver and understand that people we work with are not always happy with their situation and can be difficult to work with. See policy # 359 Positive Behavior Support.
- CC uses a software system called Clear care, you are required to put incidents and information about a client's condition and any behavior issues in your case notes to be read by other potential staff and supervisors. This information is confidential but will be shared with other potential staff for that client.
- We do not want clients and staff to have difficulty with each other. We try to encourage amicable relationships for both parties. If for some reason you cannot make that relationship work, we will try to reassign you to someone better suited.

Paperwork:

- Use incident report # 102 to report any incidents involving clients.
- Your supervisor will report any substantial client abuse to the case manager.
- Make sure your case notes in clear care reflect any incidents about this policy, to be tracked in client's file.

By signing below, I am stating that I have read this policy in its entirety and agree to abide by it.

Signature

Date