



NEIGHBORHOOD
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Nueva Esperanza

Policies and Procedures to Prevent and Report Sexual Abuse & Harassment

As an organization that serves children and families, Nueva Esperanza has a zero-tolerance policy against child abuse and neglect. As mandated reports every employee of the organization has a responsibility to immediately report any incident of suspected or actual child abuse or neglect to their Prevention of Sexual Abuse Compliance Manager, as well as to other entities as required by law.

Children in our Care/Staff Touch Policy

Nueva Esperanza is a company that recognizes the importance of the interactions between all staff and children in our care in building a caring, inclusive, and cohesive community. Therefore, NE promotes appropriate contact between staff and children in care which maintains the rights and dignity of the children in our care. Instances of inappropriate physical contact initiated, encouraged, practiced and/or tolerated by NE employees, in even a single instance, may result in disciplinary action, which may include dismissal of the employee.

Discrimination, Harassment, and Retaliation Prevention

Nueva Esperanza is committed to maintaining a work environment that is free from all forms of discrimination and harassment. In keeping with this commitment and to ensure compliance with applicable law, the organization prohibits discrimination and harassment based on ancestry, age, citizenship, color, family and medical leave status, disability (physical or mental, including HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, medical condition (including genetic characteristics, cancer, a record of cancer, or life-threatening illnesses or contagious disease), military or veteran status, national origin, race, religion, religious creed (including religious dress and grooming practices), sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), sexual orientation, and/or any other protected status or basis prohibited by law.

Every employee is required to become familiar with this policy and actively strive to achieve the organization's goal of a workplace free from discrimination, harassment, and retaliation.

No Harassment: Nueva Esperanza does not tolerate harassment of our job applicants, contractors, volunteers, interns, employees, or any other professional contact by another employee (supervisor, manager, or coworker), contractor, vendor, volunteer, funding source representative, children in our care, children in our care's family member, or other third party based on any of the protected classes listed above.

Harassment includes any unwelcome conduct that is offensive, intimidating, humiliating, or threatening, whether visual (such as offensive posters, symbols, cartoons, drawings, computer displays, or emails), verbal (such as slurs, jokes, insults, epithets, gestures, or teasing), or physical (such as physically threatening another person, blocking someone's way). Because it is difficult to define harassment, employees are expected to behave at all times in a professional and respectful manner.

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors or other unwelcome verbal or physical conduct of a sexual nature (even if not motivated by sexual desire), such as



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unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature.

Examples of conduct that violates this policy include: (1) unwelcome sexual advances, flirtations, leering, whistling, touching, pinching, assault, blocking normal movement; (2) requests for sexual favors or demands for sexual favors in exchange for favorable treatment; (3) obscene or vulgar gestures or comments based on any protected characteristic; (4) derogatory cartoons, posters, or drawings based on any protected characteristic; (5) uninvited touching of a sexual nature; (6) conduct or comments consistently targeted at only one gender, even if the content is not sexual; and (7) teasing or other similar conduct directed toward a person because of any protected characteristic.

All such conduct is unacceptable in the workplace and in any work-related settings, such as business trips and business-related social functions, regardless of who is engaging in the conduct.

Reporting a Complaint. If you believe someone has violated this policy, you must report the concerning conduct immediately to the Assistant Program Director or designee, orally or in writing. Please immediately contact the Program Director if you make a complaint under this policy and do not receive confirmation within five business days that it is being investigated.

Please note that if the person engaging in the behavior that violates this policy is one of the individuals designated to receive a discrimination or harassment complaint, telling him or her to stop the behavior will not serve as a report of your concern because that individual may fail to report the complaint to his or her supervisor. In such situations you must report the conduct to one of the other persons designated in this policy.

Additionally, any Nueva Esperanza supervisor who learns of any potential misconduct related to this policy must immediately report the matter to the Prevention of Sexual Abuse Compliance Manager.

You are encouraged to report harassment before it becomes severe or pervasive. Do not assume that Nueva Esperanza is already aware of your situation. Even if members of management observe the conduct, they may not recognize that the particular conduct or comments are offensive to you. What is funny to one person may be offensive to another. A hug may be welcomed by one person and make another person uncomfortable. Bystanders are often unaware of the impact of the conduct on any particular individual. This is why it is your responsibility to bring your concerns to the attention of personnel designated in this policy. Further, the organization encourages you, to the extent you feel comfortable, to firmly and promptly inform the offender directly that his/her behavior is unwelcome. All employees are required to immediately cease any behavior they have been told is unwelcome or considered harassing.

Investigation and Discipline: Complaints made under this policy will be treated seriously and an investigation will be initiated promptly by qualified personnel. The investigation will be fair, impartial, and thorough, and will provide all parties with appropriate due process. To the extent possible, confidentiality will be maintained.

The investigation will include documentation that establishes reasonable progress of the inquiry, and will reach timely, reasonable conclusions based on the evidence collected. If an investigation reveals that



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allegations of discrimination or harassment are true, appropriate action, including discipline or other remedial measures, will be taken. All disciplinary measures will be implemented promptly and commensurate with the person's conduct as well as the degree of control that the organization has over the person who committed the offensive conduct.

No Retaliation: Nueva Esperanza prohibits any form of retaliation against any employee for filing a complaint under this policy, requesting and/or receiving an accommodation, or for assisting in a complaint investigation. If you believe someone has violated this policy against retaliation, please notify the Assistant Program Director, or your Program Director immediately.



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ACKNOWLEDGEMENT FORM

I have received and read a copy of Neighborhood Ministries ORR Code of Conduct. I understand that the policies and rules described in it are subject to change at the sole discretion of the Office of Refugee Resettlement at any time.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy in either paper form or have access to an electronic copy of the Neighborhood Ministries ORR Code of Conduct

Printed Name _____

Signature _____

Date _____