

CARROLL COUNTY YOUTH SERVICE BUREAU

Civil Rights Policy and Procedures

Date: November 16, 2022

I. Policy

- A. It is the policy of the Carroll County Youth Service Bureau (CCYSB) to comply with all applicable State and Federal civil rights laws. These include but are not limited to:
- Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin in programs and activities receiving federal financial assistance.
 - Title IX of the Educations Amendments Act of 1972, which prohibits discrimination based on sex in education programs or activities;
 - U.S. Department of Homeland Security regulation 6 C.F.R. Part 19, which prohibits discrimination based on religion in social service programs;
 - Equal Pay Act of 1963 makes it illegal to pay different wages to men and women if they perform equal work in the same workplace. This Act also makes it illegal to retaliate against anyone who has filed a complaint or charge alleging discrimination or who has participated in an employment discrimination investigation or lawsuit.
 - Age Discrimination Act of 1975 prohibits the exclusion, denial or limitation of services to persons on the basis of age.
 - Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of disability;
 - The Americans with Disabilities Act of 1990 which prohibits discrimination on the basis of disability in both public and private entities.
 - Title VII of the Civil Rights Act of 1967 and later addendums prohibit private, state and local government employers from discriminating on the basis of race, color, religion, national origin or sex (including pregnancy, sexual orientation, and gender identity), veteran status, marital status, or any other status protected by applicable Federal or State law in all aspects of an employment relationship, including hiring, discharge, compensation, assignments, and other terms, conditions and privileges of employment.
 - Section 1557 of the Patient Protection and Affordable Care Act which prohibits discrimination on the basis of race, color, national origin, age, disability, or sex (including pregnancy, sexual orientation, gender identity and sex characteristics) in health programs or activities.
- B. CCYSB values equity, inclusion and equal opportunity for staff as well as persons served.
- C. CCYSB will make every reasonable effort to ensure that all staff and persons served are aware of this policy and that any complaint in violation of it will be investigated and resolved appropriately.
- D. This policy applies to persons served as well as to all applicants for employment and employees, whether related to conduct engaged in by fellow employees or by anyone not directly associated with CCYSB such as an outside vendor, consultant, or stakeholder.
- E. This policy applies to the workplace at the CCYSB facility and any work-related setting outside the facility.

II. Definitions

- A. Discrimination – Unfair treatment of a person, racial group, minority, etc.; action based on prejudice.
- B. Harassment – Verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or

expression, national origin, age, disability, mental status, citizenship, genetic information or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: 1) has the purpose or effect of creating an intimidating, hostile, or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities. It includes epithets, slurs or negative stereotyping, threatening, intimidating or hostile acts; denigrating jokes; and written or graphic materials that denigrates or shows hostility or aversion toward an individual or group that is placed or walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company resources.

- C. Sexual Harassment – Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such 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 a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Behaviors may include sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

There are two recognized types of sexual harassment:

- Quid pro quo – Employment, pay, benefits, title, position, or other opportunities for advancement or training are conditioned on submission to unwelcome sexual advances.
 - Hostile Work Environment – A broad category covering repeated and intentional harassment, ultimately causing an uncomfortable and unproductive working environment for the victim and/or witnesses.
- D. Retaliation – Punishing persons served, job applicants or employees for asserting their rights to be free from discrimination including harassment.

III. Purpose

- A. The purpose of this policy is to outline the procedures CCYSB will utilize to:
- Foster and support a workplace and healthcare environment that is free of discrimination and harassment.
 - Assure that all persons served, employees and applicants for employment have equal opportunity and/or access to services regardless of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, genetic information, or disability.
 - Respond to, address, and correct any harassing conduct before it becomes severe or pervasive.
 - Quickly process complaints of harassment, discrimination, and reprisal in accordance with CCYSB's Grievance Policy.

IV. Procedures

- A. All persons served and new employees (upon hire) will receive written and verbal instruction on CCYSB's Civil Rights Policy.
- B. All supervisors will be held accountable to model values-based leadership and appropriate behavior and will be expected to lead by example, treat all persons with dignity and respect, and promote an ethical, equitable and inclusive culture.
- C. Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns in accordance with CCYSB's Grievance Policy.

- D. CCYSB encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination.
- E. CCYSB encourages individuals who believe they are being subjected to conduct described in this policy to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. While this is not required, this action alone will often resolve the problem.
- F. Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, when necessary, with individuals who may have observed the alleged conduct or may have relevant knowledge.
- G. CCYSB administration will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.
- H. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation and will be subject to disciplinary action. Acts of retaliation should be promptly reported. See Whistleblower Policy.
- I. Responses to founded allegations of harassment, discrimination or retaliation may include training, referral to counseling, warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as CCYSB administration deems appropriate.
- J. If a party involved in the complaint does not agree with the resolution, that party may appeal to the Executive Director.
- K. False or malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.
- L. While CCYSB administration would like the opportunity to investigate and resolve any issues or complaints of harassment, discrimination or retaliation internally, information on how to formally report perceived civil rights violations to the Office of Civil Rights via the Complaint Verification Form is located at: <https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/cvf.pdf>

Reviewed and Approved: 11/16/22