

WORKPLACE COMMITMENTS

Excerpted from our Employee Handbook

Equal Opportunity Employment

Spark Central is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, national origin, sex, gender identity/presentation, sexual orientation, age, body size, disability, religion, citizenship, marital or family status, military veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination.

Whenever possible, Spark Central makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request a reasonable accommodation should contact the executive director.

Non-Harassment Policy / Non-Discrimination Policy

Spark Central prohibits discrimination or harassment based on race, color, national origin, gender, gender identity/presentation, creed, sexual orientation, age, body size, disability, religion, citizenship, marital or family status, military veteran status or any other status protected by applicable law. Each individual has the right to work in a professional atmosphere that provide equal opportunity for advancement and is free from discriminatory practices, including harassment. Consistent with our workplace policy of equal employment opportunity, Spark Central prohibits and will not tolerate harassment on the basis of race, color, gender, or any other status protected by applicable law. Violations of this policy will not be tolerated.

Discrimination includes, but is not limited to: making any employment decision or employment related action on the basis of race, color, religion, creed, age, sex, disability, national origin, marital or veteran status, or any other status protected by applicable law.

Harassment is generally defined as unwelcome verbal or non-verbal conduct that denigrates or shows hostility or aversion toward the person, and which affects the person's employment opportunities or benefits, has the purpose or effect of unreasonably interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Harassing conduct includes, but is not limited to: epithets; slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic.

Examples of Sexual Harassment include: unwelcome or unsolicited sexual advances; displaying sexually suggestive material; unwelcome sexual flirtations, advances or propositions; suggestive comments; verbal abuse of a sexual nature; sexually oriented jokes; crude or vulgar language or gestures; graphic or verbal commentaries about an individual's body; display or distribution of obscene materials; physical contact such as patting, pinching or brushing against someone's body; or physical assault of a sexual nature.

REPORTING: Any employee who feels that he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of the executive director at admin@spark-central.org.

If the employee is not comfortable talking to the executive director or the conduct involves the executive director, then contact the board president at board@spark-central.org.

Spark Central will promptly investigate all allegations of discrimination and harassment, and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and Spark Central will take appropriate action based on the outcome of the investigation.

No employee will be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies. If an employee feels they have been retaliated against, the employee should file a complaint using the procedures set forth above.

Drug-Free / Alcohol-Free Environment

Employees are prohibited from unlawfully consuming, distributing, possessing, selling, or using controlled substances while on duty. In addition, employees may not be under the influence of any controlled substance, such as marijuana or alcohol, while at work, on Spark Central premises or engaged in company business. Prescription drugs or over-the-counter medications, taken as prescribed, are an exception to this policy.

Anyone violating this policy may be subject to disciplinary action, up to and including termination.

Open Door Policy

Spark Central has an open door policy and takes employee concerns and problems seriously. Spark Central values each employee and strives to provide a positive work experience. Employees are encouraged to bring any workplace concerns or problems they might have or know about to the executive director or, if the executive director has already been consulted, a board member.