

EEO STATEMENT AND NON-HARASSMENT POLICY

Discrimination and harassment will not be tolerated in the workplace.

SSI is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing Equal Employment Opportunities, and all other employment laws and regulations upholding the principles of equal employment opportunity. It is our intent to maintain a work environment which is free of harassment or discrimination because of sex, race, religion, color, national origin, physical or mental disability, genetic information, marital status, age, sexual orientation, gender identity, military service, veteran status, or any other status protected by federal, state or local laws. SSI is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination and all other terms conditions and privileges of employment. Employees are required to participate in SSI's mandatory EEO training sessions. Failure to complete this training may result in disciplinary action.

Policy Against Workplace Harassment

SSI has a strict policy against all types of illegal workplace harassment, including sexual harassment and workplace harassment based upon sex, race, religion, color, national origin, physical or mental disability, marital status, age, sexual orientation, sexual identity or any other status protected by federal, state or local laws. All forms of illegal harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

Policy Against Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

While it is not possible to identify each and every act that constitutes or may constitute sexual harassment, the following are some examples of conduct that could be considered sexual harassment: (a) unwelcome requests for sexual favors; (b) lewd or derogatory comments or jokes; (c) comments regarding sexual behavior or the body of another employee; (d) sexual innuendo and other vocal activity such as catcalls or whistles; (e) obscene letters, notes, e-mails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature; (f) repeated requests for dates after being informed that interest is unwelcome; (g) retaliating against an employee for refusing a sexual advance or reporting an incident of possible sexual harassment to SSI or any government agency; (h) offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and (i) any unwanted physical touching or assaults, or blocking or impeding movements.

Other Workplace Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's sex, race, religion, color, national origin, physical or mental disability, marital status, age, sexual orientation or any other status protected by federal, state or local laws, and that: (1) contributes to or has the effect of creating an intimidating, hostile or offensive working environment; (2) unreasonably interferes with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Again, while it is not possible to list all the circumstances that constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment: (a) the use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to the above protected categories; (b) written or graphic material that insults, stereotypes or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail or elsewhere on SSI's premises, or circulated in the workplace; and (c) a display of symbols, slogans or items that are associated with hate or intolerance towards any select group.

Reporting and Investigation of Complaints

Any employee who feels that they have witnessed, learned of, or been subject to, any form of discrimination or harassment is required to immediately notify Human Resources, or the Executive Director of SSI. An employee who has a complaint against the Executive Director or Associate Director or who otherwise is not comfortable reporting harassment to Human Resources may contact the chair of the SSI Board of Directors (see contact information on SSI's SharePoint website's "SSI General" landing page on the right-hand side under "Reaching the Board of Directors."). Employees are strongly urged to report harassment before it becomes severe or pervasive and to record the dates, times, and details of all important events.

SSI prohibits retaliation against any employee who provides information about, complains, or assists in the investigation of any complaint of harassment, discrimination, or violation of the SSI's Equal Employment Opportunity Policy. Please refer to SSI Procedures Manual ("Whistleblower Policy").

SSI will promptly and thoroughly investigate all allegations of harassment, discrimination, or violation of SSI's Equal Employment Opportunity Policy. SSI will protect the confidentiality of harassment complaints to the extent possible. SSI will take appropriate corrective action if and where it finds a complaint has merit. Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. In all cases, no retaliation is permitted against any employee for making a complaint or cooperating with an investigation.