



The Early Childhood Partnership of Adams County **Non-Discrimination/Non-Harassment Policy**

Purpose

The Early Childhood Partnership of Adams County (ECPAC) is committed to providing an inclusive working environment where all belong, contribute, and can thrive and are treated with dignity and respect. The following Values and Policy are applicable to all individuals and organizations involved in the ECPAC activities including but not limited to employees and contractors, consultants, partners and agencies receiving funding through ECPAC, other service providers, trainees, recipients of services and supports, volunteers, vendors and other stakeholders.

System of Care Values:

ECPAC strives to promote cultural responsiveness in all decision making and programmatic design/implementation. As a result, in 2009, ECPAC adopted the following System of Care Values to guide the work of the organization, to ensure that the work meets the needs of the diverse community of Adams County, and to work towards reducing inequities that exist for children and families:

- **Accountable for access and quality:** Agencies will hold each other accountable for the accessibility, quality of services and use of funding;
- **Adaptable and flexible:** The system has an ongoing and dynamic process of adapting to changing community needs; continuous quality improvement;
- **Assessment of practice and outcomes:** There is a continuous assessment of practice, organizational, and financial outcomes to determine effectiveness;
- **Comprehensive and collaborative services:** The system has a comprehensive service array that is delivered in a collaborative manner;
- **Culturally responsive services:** Services and Supports are delivered in a manner that fits with the family's culture, values, and beliefs and considers the whole child in a strength-based approach;
- **Family involvement:** Authentic family involvement exists both at the service level and the systems level;
- **Funding:** Agencies share certain funding streams and resources, and find creative ways to use resources and promote efficiency.

These Values are provided in written form to all new staff, partners, and volunteers and are incorporated into all Memorandums of Understanding (MOU) and Contracts. Additionally, these values are noted on meeting agendas for all Board, Action Teams, and Advisory Council meetings.

Non-Discrimination/Harassment

Preventing and remedying discrimination and/or harassment are essential to ensuring an inclusive environment wherein ECPAC is able to complete its work and serve the community. ECPAC does not condone discrimination and/or harassment of any kind. All ECPAC employees and contractors, consultants, partners, agencies funded by ECPAC, the Board, and volunteers share responsibility to ensure that discrimination and/or harassment do not occur at any ECPAC activity or event, or when said parties are serving as representative of ECPAC.

Discrimination

Discrimination based on a person's race, color, national origin, ancestry, creed, religion, gender and gender expression, sex, marital status, sexual orientation, disability or need for special education services is a form of discrimination prohibited by state and federal law. will not be tolerated. ECPAC is an "equal opportunity employer" that does not discriminate and will take "affirmative action" measures to ensure against discrimination in employment, recruitment, advertisement for employment, compensation, termination, upgrading, promotion and other conditions of employment. Likewise, ECPAC does not condone discrimination directed at anyone attempting to be involved with ECPAC as a Board Member, contractor or consultant partner or funded agency, service provider, trainee, recipient of services and supports, volunteer, vendor or other stakeholder.

ECPAC is committed to providing a professional environment that is free from discrimination. All employees, contractors and consultants, partners and those agencies funded by ECPAC, and volunteers are expected and required to abide by this policy. All ECPAC MOUs and contracts shall outline this expectation.

Harassment

Harassment is described as any unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at a person's race, color, national origin, ancestry, creed, gender and gender expression, religion, sex, sexual orientation, marital status, disability or need for special education services that:

- (1) results in physical, emotional or mental harm, or damage to property;
- (2) is sufficiently severe, persistent, or pervasive that it interferes with an individual's ability to participate in or benefit from an ECPAC program or activity or creates an intimidating, hostile or threatening environment; or
- (3) substantially disrupts the orderly operation of the organization and partnership.

Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons at whom it is targeted. Examples of sexually harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and/or displays of pornographic or sexually explicit pictures, drawings or caricatures. Use of the employer's computer system for the purpose of viewing, displaying, or disseminating material that is sexual in nature may also constitute harassing behavior.

ECPAC is committed to providing a professional environment that is free from harassment. Harassment will not be tolerated. All employees, Board Members, contractors and consultants, partners and those agencies funded by ECPAC, and volunteers are expected and required to abide by this policy. All ECPAC MOUs and contracts shall outline this expectation.

Steps ECPAC takes to further promote equity and inclusion:

- (1) All staff must annually take a non-discrimination/harassment course
- (2) ECPAC has organizational core values and partnership guiding principles dedicated to equity and inclusion
- (3) ECPAC follows the Equity Impact Statement in decision making internally, at the Board level, and within partnership efforts

- (4) ECPAC supports professional development for staff, the Board, and partners that aims to increase equitable practices
- (5) ECPAC reviews all policies annually to ensure equitable operations
- (6) ECPAC works to ensure opportunities for community participation and guidance in decision making through surveys, focus groups/community cafes, key informant interviews, and participation in Action Teams/Collaboratives and on the Board.

Reporting Unlawful Discrimination and Harassment

No person is to be adversely affected in employment by or other involvement with ECPAC as a result of bringing forth incident(s) or complaint(s) of discrimination and/or harassment.

Reports of any discrimination and/or harassment shall follow ECPAC's Grievance Procedure.