



Human Resources Policy

Respectful Workplace

Scope

Twin Cities Habitat for Humanity (TCHFH) strives to employ qualified staff of diverse backgrounds and experiences to most effectively pursue our mission. It is our commitment to provide an environment that fosters a respectful workplace and where the feelings, wishes, rights, traditions, and values of others are respected. In the spirit of inclusivity, employees should be respectful at all times, being mindful of differences represented by culture, age, gender, personality, etc.

Harassment is not respectful. Harassment is also against the law. Harassment that is based on, but not limited to, an individual's age, race, color, gender, gender identity, religion, national origin, disability status, marital or familial status, socioeconomic status, sexual orientation, pregnancy, protected military or veteran status, genetic information, or any other characteristics protected by law is prohibited.

Sexual harassment is also prohibited under this policy and under federal and many state and local laws. Sexual harassment includes, but is not limited to, sexual advances, requests for sexual favors, sexual intimidation and exploitation, and other verbal or physical conduct of a sexual nature. Even though a comment or conduct does not express a sexual desire, comments or conduct may still be sexual harassment.

Harassment is defined as conduct or comments that have the purpose or effect of interfering with an individual's safety and employment. The conduct or comments that could be harassment may include:

- Slurs, epithets, or insults;
- Sexual comments and conversations;
- Demeaning or belittling comments or jokes;
- Displays of offensive or demeaning images, cartoons, or stories; or
- Threatening adverse employment actions if sexual favors are not granted or promising preferential treatment in return of sexual favors.

TCHFH strives to provide employees a safe working environment. To that end, **bullying** is viewed as an infraction of this policy. Bullying is a negative conflict that is generally characterized as overbearing mistreatment and unwanted behavior that involves real or perceived imbalance of power. It inflicts physical, mental, and/or emotional harm and is often repetitive in nature and habitual.

Healthy conflict that does not constitute overbearing mistreatment, and may include situations where power dynamics are present, is not considered bullying or harassment under this policy. The presence of a



respectful workplace does not mean disagreements and conflict will be absent. At all times, employees should actively work toward understanding and respecting the viewpoints of others.

Threats of violence, or acts of violence, not only impact the individuals concerned but the entire atmosphere of the work environment and perception of others involved. Threatening behavior is an expressed or implied threat to interfere with an individual's health, safety, property, or enjoyment of work duties, which causes a reasonable apprehension that harm could occur. Abusive behavior, whether verbal, psychological, or physical are also considered violence.

Violent behavior is action with the intent to cause physical harm, restricts personal freedom of movement, or results in physical damage to property or facilities.

Possession or use of devices commonly defined as weapons not used for performing normal work are prohibited on company property and vehicles. Tools commonly used in construction are not defined as weapons. However, use of these instruments in a threatening or violent manner is inappropriate and unacceptable.

TCHFH takes harassment, discrimination, bullying, and violence claims seriously. Therefore, this policy applies to all employees (including AmeriCorps), volunteers, Habitat clients, and any individual/group who provide services under contract.

Managers have a responsibility to prevent and stop harassment, discrimination, bullying, and threats of violence. Managers are required to be aware of this policy, refrain from behaving inappropriately, and inform Human Resources as soon as they suspect or become aware of an allegation of inappropriate conduct.

Those found to be in conflict with this policy, and the expectations herein, will be subject to appropriate investigation which may lead to disciplinary action, up to and including termination of employment, or separation of their relationship with TCHFH.

Reporting Procedures

It is up to each employee to help make TCHFH a safe and respectful workplace for all. Any of the inappropriate conduct mentioned under the **Scope** (see [page 1](#)) is not limited to the instigator and targeted receiver. It can also affect a bystander or observer. In addition, the inappropriate conduct can take place in the workplace, company-sponsored events, and off-premise. Therefore, if employees believe that they have or someone has been subjected to inappropriate conduct, or if inappropriate conduct is observed, it must be immediately reported. For the purpose of this policy, AmeriCorps members should respond similarly to employees.



In the case of violent behavior where there is imminent danger of bodily harm or cases that is best handled by law enforcement, call 9-1-1. Managers are required to inform Human Resources as soon as they suspect or become aware of an allegation of inappropriate conduct.

Whom to contact

- **Employee-to-employee**
 - Report to Human Resources. We encourage you to reach out to any
 - member of our team that feels most comfortable to you.If necessary, the employee's supervisor and/or department head may need to be involved.
- **External stakeholder-to-employee**
 - Report to on-site supervisor; or designated project manager, coordinator, or liaison
 - Supervisor to inform Human Resources

Employees may contact Human Resources in any manner that feels most comfortable, i.e., via phone, email, in-person, or letter. If the infraction occurs with a member of the Human Resources team, the President/CEO should be informed. When contacted, employees may be asked to provide information about the incident. TCHFH will investigate complaints as promptly as possible, which includes learning more about the conduct or comments. An investigation may involve interviewing individuals, examining various technology (including email, cell phone, and text records), and reviewing policies.

TCHFH cannot promise confidentiality to the individual who makes a complaint because such a promise could interfere with the company's ability to conduct a full and fair investigation. However, each situation will be handled discretely and only information that is needed to fulfill legal obligations and to perform a full and fair investigation will be provided.

Any employee, volunteer, Habitat client, or individual/group providing services under contract who wants to register a concern but remain anonymous, can do so by contacting [Habitat Ethics and Accountability Line](#) (844)-539-2350 seven days a week, 24 hours a day. This confidential tool accepts information in most major languages. And to the extent possible, any investigation or follow-up will maintain the complainant's anonymity.

Non-Retaliation

Employees should feel free to raise such concerns without fear of retaliation. Retaliation could take on many forms, including intimidation, threats, isolation, demotion, or termination. TCHFH strictly prohibits any reprisal or retaliation against anyone, who in good-faith, report concerns or participates in any investigation of such a report. Any employee who violates this non-retaliation policy may be subject to disciplinary action, up to and including employment termination. Any acts of retaliation should be reported immediately to the Human Resources department.



Policy Owner, Administrator & Contact

Melissa Schmidt, Director of Human Resources – melissa.schmidt@tchabitat.org, 612-305-7131

Effective 3/1/2019



Respectful Workplace Acknowledgement Form

My signature below indicates that I have received the Twin Cities Habitat for Humanity (TCHFH) **Respectful Workplace policy**, which outlines the responsibilities as an employee and the responsibilities of the organization. I understand, accept, and agree to follow and abide by the policy and guidelines outlined.

I have been notified of my rights under applicable state and federal laws, and any questions I have regarding my rights or the above-mentioned policy may be addressed to Human Resources or my supervisor.

I also understand that TCHFH may change, revoke, interpret, or add to this policy at any time, with or without notice. It is understood that changes in guidelines and procedures will supersede prior versions.

Print Employee Name

Date

Employee Signature