

Ozanam Charitable Pharmacy

Non Discrimination and Harassment Policy

Ozanam Charitable Pharmacy and its Board of Directors prohibit discrimination on the basis of race, color, religion, sex, national origin, age, or disability, as well as harassment of employees for any of those reasons. The Pharmacy's non-discrimination policy applies to recruiting, hiring, promotions, compensation, benefits, training, facilities, discipline, and all other terms and conditions of employment. In addition, the Pharmacy will not discriminate against anyone on the basis of any of the reasons cited in providing goods or services to any of its prospective clients.

Both employees and volunteers are encouraged to report any violations of this policy to the Executive Director or to the President of the Board of Directors. Upon any such violation being reported to the Executive Director, the Executive Director shall immediately report such reported violation to the Board President. The President, together with the appropriate committee of the Board and the Executive Director, if he/she is not the accused, shall immediately investigate the allegations and take appropriate action. If the allegations prove to be true to the best belief of the Board of Directors, the guilty party or parties shall be subject to disciplinary action, up to and including termination. In the case of a volunteer, that person shall be asked to leave and shall be barred from volunteering at the pharmacy again.

It shall further be the intent of the Ozanam Charitable Pharmacy and its Board of Directors to comply with all federal, state, and local regulations regarding personnel practices, including all immigration laws.

The Ozanam Charitable Pharmacy strives to create and maintain a work environment in which people are treated with dignity, decency and respect. For this reason, the Ozanam Charitable Pharmacy has a zero tolerance policy regarding harassment or discrimination of any kind. All individuals, associated with, or employed by, Ozanam Charitable Pharmacy, are covered by and are expected to comply with this policy. Hereinafter the term "individual" shall mean all persons associated with, or employed by, Ozanam Charitable Pharmacy). Appropriate disciplinary action will be taken against any individual who violates this policy up to and including termination.

The harassment of any individual because of race, color, gender, sexual orientation, religion, national origin, ancestry, age, marital or parental status, disability or other status protected under state or federal law is strictly prohibited and will not be tolerated.

Sexual Harassment

As part of this policy, sexual harassment of any individual is strictly prohibited and will not be tolerated.

Any unwelcome verbal or written comments of a sexual nature (e.g. jokes, innuendos, or slurs), physical conduct (e.g. touching or gesturing), unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature shall be considered sexual harassment which violates this policy and shall subject the offender to appropriate disciplinary action, up to and including termination when:

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Board approved


President signature

11/10/09
date

Ozanam Charitable Pharmacy

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1. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as a factor in any decision affecting the individual's employment, including but not limited to any decision related to advancement, performance assessment, compensation, assignments, schedules, discipline and termination; or
3. Such conduct interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

Other Forms of Harassment

It is also the policy of Ozanam Charitable Pharmacy that any unwelcome verbal or written comments or physical conduct of a hostile or offensive nature based on a person's race, color, religion, sexual orientation, national origin, ancestry, age, marital or parental status, disability, or other status protected under state or federal law shall also be considered harassment which violates this policy and shall subject the offender to appropriate disciplinary action, up to and including termination, when such conduct interferes with an individual's employment or creates an intimidating, hostile, or offensive work environment.

Procedure for Filing a Complaint of Harassment or Discrimination

Both employees and volunteers are encouraged to report any violations of this policy to the Executive Director or to the President of the Board of Directors. Upon any such violation being reported to the Executive Director, the Executive Director shall immediately report such reported violation to the Board President. The President, together with the appropriate committee of the Board and the Executive Director, if he/she is not the accused, shall immediately investigate the allegations and take appropriate action. If the allegations prove to be true to the best belief of the Board of Directors, the guilty party or parties shall be subject to disciplinary action, up to and including termination. In the case of a volunteer, that person shall be asked to leave and shall be barred from volunteering at the pharmacy again.

It shall further be the intent of the Ozanam Charitable Pharmacy and its Board of Directors to comply with all federal, state, and local regulations regarding personnel practices, including all immigration laws.

The Ozanam Charitable Pharmacy expects all individuals to act responsibly in maintaining a work environment free of harassment and discrimination, and will take all appropriate steps to enforce this policy.

Policy Implementation

- In addition to having a member of management as the designated staff member to whom complaints of harassment and/or discrimination are to be made, it is important that staff members have an alternate designated staff member(s) to report complaints to in the event the primary contact is identified as the source of harassment.

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- Staff members should sign an acknowledgement and receipt form when they receive a copy of the written Harassment Policy. A sample acknowledgment and receipt form is attached.
- In addition to the written policy, staff should also receive meaningful training on the policy, and their rights and responsibilities under the policy. This will also assist in the defense of any outside legal claims.
- All members of your management staff should be advised that they are accountable for the effective administration of this policy and that they may have personal liability for failure to adhere to the policy.
- Once a complaint is received, a fair and impartial investigation of the complaint should begin immediately. These investigations should be conducted as confidentially as possible, on a need-to-know basis. You should interview in confidence the employee filing the complaint, as well as the individual(s) against whom the complaint has been filed. Any witnesses to the alleged harassment should also be interviewed in confidence if necessary. The investigation and the results should be fully documented in writing.
- Once the investigation has been completed, if the charge is found to have merit, appropriate disciplinary action should be taken against the employee who violated the policy, up to and including immediate termination of employment based on the severity of the infraction. It is important that disciplinary actions be applied in a consistent manner, and that they be sufficient to stop the harassment and to prevent its recurrence.

Should the investigation indicate that an individual has become the victim of harassment by a third party not employed at the same organization but with which they conduct business, management should take appropriate action dealing with the management of the accused offender to resolve the complaint.

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Receipt Form

This is to acknowledge that I have received a copy of the Ozanam Charitable Pharmacy's "Non Discrimination Policy" and "Harassment Policy", and that I have read and understand the policy.

Signature

Date

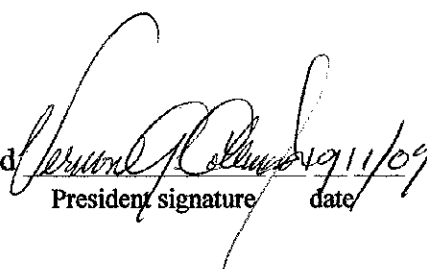
Name (printed)

Executive Director

Date

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Board approved



President signature

11/1/09

date