

(7) calendar days after receipt. An employee remaining dissatisfied may then submit the grievance to the next higher Supervisor within seven (7) calendar days following receipt of the response from the Supervisor. Late filing of a grievance at any stage of the procedure may bar its consideration. Similarly, if a Supervisor fails to provide a written response within the seven (7) calendar days after receipt of the grievance, the employee shall be allowed to take the grievance to the next higher Supervisor. The Board of Directors shall have final authority for considering a grievance and shall conduct any necessary investigation or hearing. The Board of Directors shall provide a written response within a reasonable time period after receipt of a hearing or investigation.

SECTION XVI

DISCRIMINATION COMPLAINTS

A. DEFINITION

It is the policy of RAFT that all employees have the right to work in an environment free from conduct of others which is harassing, coercive or disruptive. Consistent with RAFT's respect for the rights and dignity of each employee, RAFT prohibits harassment of any employee which is motivated in part, or in whole, by that employee's race, religion, sex, sexual orientation, national origin, age, disability, or any other characteristic or status protected by law.

The Executive Director and other employees in positions of authority are directed to treat all persons over whom they have supervision or control in a manner free from verbal or physical harassment. All employees of RAFT are advised of the following:

1. Sexual harassment is deliberate behavior of a sexual nature by one person to another that is unwelcome, unsolicited, or rebuked by the other person. The behavior can be verbal, nonverbal or physical in nature. Examples of sexual harassment would include, but are not limited to, the following:
 - i. Sexual comments of a provocative or suggestive nature;
 - ii. Jokes or innuendos of a sexual nature;
 - iii. Suggestive or demeaning looks or leering;
 - iv. Creating an intimidating, hostile or offensive working environment for members of either sex;
 - v. Making acceptance of unwelcome sexual conduct or advances or requests for sexual favors of any nature a condition of employment or continued employment;
 - vi. Physical contact such as patting, pinching, hugging or brushing up against another person's body;
 - vii. The posting, display or circulation in workplace areas or otherwise of sexually suggestive materials or photographs of a sexual nature or photographs or drawings showing nudity or partial nudity; and
 - viii. Making comments about another person's clothing, body or personal life that an ordinary and reasonable person would deem offensive.

Sexual or gender harassment does not refer to occasional compliments of a socially acceptable nature unless the employee who is the object of the compliments advises that such compliments are unwelcome and requests that they stop. RAFT personnel at all levels, however, are warned against engaging in even consensual physical and verbal displays of affection in the workplace that might be misconstrued. Such conduct would include touching an arm, shoulder or hand, and use of such terms of endearment as "honey," "lover," "sweetie", or "darling." While under many

circumstances such conduct or use of such terms would not constitute harassment, particularly where the exchanges are consensual, it is often difficult for an employee uncomfortable with such conduct to directly request that it stop. Moreover, the personal relationships of parties in the workplace are not always clear to third parties and may be threatening to them.

Sexual harassment also includes physical, verbal or other abuse, not sexual in nature, but motivated in part by the sex or sexual orientation of the employee at whom the abuse is directed.

No supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances (heterosexual or otherwise) will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shift, or any other condition of employment or career development.

Harassment because of any other protected status or activity is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship, political speech or speech of public concern protected by law, or any other characteristic or act protected by law or that of his/her relatives, friends or associates, and that:

- i. Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- ii. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- iii. Otherwise adversely affects an individual's employment.

Examples include, but would not be limited to the following:

- i. use of names or terms of derision in addressing any protected person;
- ii. use of false accents or dialects which depict the accents or dialects of others as humorous;
- iii. telling of jokes which deride or insult the race, nationality, sexual orientation, or beliefs of others.

If any such conduct is directed at you, you should immediately request that it stop and report it as set forth below.

Any employee found to have engaged in sexual or any other form of harassment will face discipline as appropriate, up to and including discharge.

Any employee who believes that he or she is being harassed in violation of this policy should take the following action:

- i. Speak to the offender about his or her behavior. State firmly that you do not welcome or like the conduct in question and that you will not tolerate such activity in the future. You are not required, however, to confront the offender if you choose not to do so.
- ii. Report any incident of harassment immediately to the person designated by RAFT to receive complaints of harassment as set forth below. If you believe that the person designated is involved in the harassment, you should take your complaint to another Board Member.
- iii. Prepare as directed by the person to whom you make the complaint a detailed written statement of all actions about which you complain, as well as the time, date, place and persons present at the time the activity about which you complained occurred.

It is the policy of RAFT that any supervisor or other employee who is found after an appropriate investigation to have engaged in sexual or other workplace harassment as defined above will be subject to appropriate disciplinary action, depending on the circumstances.

RAFT personnel will not in any way retaliate against an employee, potential employee or former employee, who in good faith makes a complaint or report of harassment as defined within this policy, or who participates in the investigation of such a complaint or report. Any employee who is found to have engaged in such retaliation will be subject to appropriate discipline. Retaliation can include informing a prospective employer of a past employee's discrimination or harassment complaint.

B. REPORTING & INVESTIGATIONS

Any employee who believes that he or she has been discriminated against, abused or harassed in violation of RAFT policy should report the violation to the President or the Vice-President of RAFT's Board of Directors, except as provided above. The person to whom the report is made, will conduct a prompt and thorough investigation of the alleged incident to the extent reasonable under the circumstances, prepare a written finding or determination following that investigation, and provide copies to both the complaining party and the person against whom the complaint has been made. To the extent consistent with an adequate investigation and appropriate corrective action, complaints of harassment will be treated as confidential.

Any employee to whom another employee reports a violation of RAFT policy should report that violation of the policy as set forth above, even though the complaining party is reticent to report the same.

SECTION XVII

EMPLOYEE BENEFITS

A. ELIGIBLE EMPLOYEES

Regular full-time employees are eligible to receive employee benefits, unless otherwise agreed upon at the time of initial employment, provided that the employee has been continuously employed by RAFT for 3 months.

Regular part-time employees at less than 50% FTE are not eligible for employee benefits.

B. PERSONAL TIME OFF (PTO)

Personal time off (PTO) is earned upon the completion of three (3) months of continuous employment; however, employees are asked not to use PTO until they have completed 6 (six) months of employment unless it is for illness or emergency. PTO is computed on the basis of an employee's FTE ratio as indicated by normal workday definition.