



**The Jewish Council for the Aging of Greater Washington, Inc.**

**Foster Grandparent Program Civil Rights and Non-Harassment Policy**

The Jewish Council for the Aging of Greater Washington, Inc. (JCA) is committed to advancing equity, civil rights, racial justice, and equal opportunity. JCA affirms these organization-wide principles while committing to treating all persons who participate in our programs with dignity and respect. JCA maintains zero tolerance for unlawful harassment or discrimination against any individual or groups in its employment and maintains diverse, equitable, inclusive, and accessible service environments for all participants.

In accordance with applicable laws and regulations, JCA prohibits all forms of discrimination and harassment based on the protected categories of race, color, national origin, sex, age, religion, sexual orientation, disability (mental or physical), gender identity or expression, political affiliation, marital or parental status, pregnancy, genetic information (including family medical history), military service, or their submission of a complaint.

Retaliation is defined as the adverse actions taken against recipients for exercising their rights under federal law. Retaliation is prohibited against either an individual or a program.

Harassment is defined as any unwelcome conduct that is based on any of the protected categories or done in reprisal for opposing discrimination or participating in the discrimination complaint process, when such behavior has the purpose or effect of interfering with service performance or creating an intimidating, hostile, or offensive service environment. Harassment may include slurs and other verbal or physical conduct relating to an individual's gender, race, ethnicity, religion, sexual orientation, or any other legally protected category. Examples of harassing conduct include but are not limited to: explicit or implicit demands for sexual favors; pressure to engage in a romantic relationship or for dates; deliberate touching of another person without consent, leaning over, or cornering a person; repeated offensive teasing, jokes, remarks, or questions; unwanted letters, text messages, emails, or phone calls; distribution or display of offensive materials, including on social media; offensive looks or gestures; gender, racial, ethnic, or religious baiting. Harassment can also include physical assault or other threatening behavior; and demeaning, debasing, or abusive comments or actions that intimidate.

JCA does not tolerate discrimination and harassment from anyone, including Recipients/Clients, JCA employees or supervisors, project or site employees and supervisors, or program volunteers.

Harassment is unacceptable in JCA's office or locations, and in other service-related settings such as convenings, training sessions, service sites, or service-related social events (whether in person or online). Any discrimination or harassment, when substantiated, will result in corrective action up to and including removal or termination of any individual engaging in such misconduct.

Compliance history information with this Policy is available upon a written email request to Timothy Larkin, JCA Chief Finance & Administration Officer at [tlarkin@accessjca.org](mailto:tlarkin@accessjca.org).

JCA adheres to the U.S. Equal Employment Opportunity Commission's (EEOC) guidance on procedures and steps to follow for filing any discrimination complaints, which is located online at <https://www.eeoc.gov/laws/guidance/what-you-should-know-what-do-if-you-believe-you-have-been-harassed-work>.

All discrimination complaints should be filed with Timothy Larkin, JCA Chief Finance & Administration Officer at [tlarkin@accessjca.org](mailto:tlarkin@accessjca.org).

Service members and volunteers who believe they were subjected to treatment in violation of any civil rights laws, regulations, or this policy, or have been subject to retaliation for opposing discrimination or participating in discrimination complaint proceedings (e.g., filing a complainant or acting as a witness) in any AmeriCorps program or project, may contact AmeriCorps' Civil Rights and Employment Branch at (202) 606-3461 or [eo@americorps.gov](mailto:eo@americorps.gov). Service members and volunteers must contact AmeriCorps' Civil Rights and Employment Branch within 45 calendar days of an occurrence of discrimination or harassing conduct to initiate an inquiry.

Service members and volunteers are not required to use a program, project, or sponsor dispute resolution process before contacting AmeriCorps' Civil Rights and Employment Branch. While Recipients are expected to take prompt action to effectively address service member and volunteer complaints, Recipients cannot institute policies requiring any such matters be handled "in house." If a service member or volunteer chooses to pursue another dispute resolution or complaint procedure, it does not suspend the 45 calendar-day time limit for contacting AmeriCorps' Civil Rights and Employment Branch. Discrimination and harassment claims must be brought to the attention of CRE within 45 calendar days of the occurrence or the knowledge and discovery of the occurrence giving rise to the claim. Claims pursued after this timeframe may not be accepted for investigation of a formal complaint of discrimination. Service members, volunteers, and Recipients may contact AmeriCorps' Civil Rights and Employment Branch at [eo@americorps.gov](mailto:eo@americorps.gov) for information or assistance.