



EQUAL EMPLOYMENT OPPORTUNITY 1.1

It is the policy of Assistance Dogs of the West that all employees, applicants, volunteers, clients and students receive equal consideration and treatment without regard to the individual's race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, domestic partner status, marital status, disability, AIDS/HIV status, height, weight or any other protected group status as defined by law. This commitment applies to all persons involved in the operations of the company and prohibits unlawful discrimination by any employee of ADW.

ADW will recruit, hire, train and promote qualified persons in all job titles, without regard to protected group status.

ADW will base decisions on employment so as to further the principle of equal employment opportunity.

ADW will ensure that all personnel actions such as compensation, benefits, transfer, layoffs, return from layoff, Company-sponsored training, education, social and recreational programs, will be administered without regard to protected group status.

You should immediately notify the CEO/President in writing of any conduct you witness or experience which you believe constitutes discrimination based upon protected group status in violation of our equal employment opportunity policy. Your complaint should be specific and include the names of the individuals involved and the names of any witnesses. ADW will immediately investigate and attempt to resolve the situation. If ADW determines that unlawful discrimination has occurred, remedial action will be taken commensurate with the severity of the offense. Appropriate action will also be taken to deter any future discrimination. ADW forbids retaliation against anyone who, in good faith reports discrimination, registers a complaint regarding discrimination, or participates in an investigation concerning discrimination. Anyone who experiences or witnesses retaliatory conduct should report it immediately to the CEO/President.

HARASSMENT-FREE WORKPLACE POLICY 1.2

Assistance Dogs of the West is committed to an environment in which all individuals are treated with dignity and respect. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment.

It is the policy of ADW to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity (transgender status), domestic partner status, marital status, disability, AIDS/HIV status, height, weight or any other protected group status as defined by law. ADW prohibits any such discrimination or harassment.

ADW encourages reporting all perceived incidents of discrimination or harassment. It is the policy of ADW to promptly and thoroughly investigate such reports. ADW prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

Definitions of Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or request for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity (transgender status), domestic partner status, marital status, disability, AIDS/HIV status, height, weight, or any other protected group status as defined by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work/business environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or show hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants, employees, volunteers, clients and students whether related to conduct engaged in by fellow employees or someone not directly connected to ADW (e.g. an outside vendor, consultant or client).

Conduct prohibited by these policies is unacceptable in the workplace and business environment and in any work-related/business setting outside the workplace, such as during business trips, business meetings and business-related social events.

GRIEVANCE PROCESS 1.3

You should immediately notify the CEO/President or the President of the Board of Directors in writing of any conduct you witness or experience which you believe is conduct that is prohibited by this policy. Your complaint should be specific and include the names of the individuals involved and the names of any witnesses. ADW will immediately investigate and attempt to resolve the situation. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Whenever possible, ADW encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. ADW recognizes, however, that an individual may prefer to pursue the matter through complaint procedure.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Action will be taken commensurate with the severity of the offense, up to and including termination. Appropriate action will also be taken to deter any future violation of this policy.

If an individual who brings the matter to management does not believe the situation has been satisfactorily resolved, the employee should then bring his/her complaint to the full ADW Board of Directors.

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

If you are a victim/survivor of a crime or a program participant and you feel that your rights have been violated, you may contact the Civil Rights Officer at NM Crime Victims Reparation Commission at:

NM Crime Victims Reparation Commission
6200 Uptown Blvd, Suite 210
Albuquerque, NM 87110
Tel: 505-841-9433
Toll Free: 800-306-6262
Frank.Zubia@state.nm.us