

# LJGA Workplace Policy

## Workplace Conduct Policy

LJGA is committed to maintaining a workplace that encourages and respects diversity and is free from discrimination in any form. Every member of our workforce has the right to work in an environment free from intimidation or ridicule. Actions constituting discrimination against members of the LJGA workforce or against any customer or vendor will not be tolerated.

LJGA views the diversity of our work force as a great resource. Diversity in the work place affords individuals with different backgrounds, beliefs, and life experiences to approach issues that arise in today's work environment from different perspectives and thereby more effectively resolve the challenges at hand. LJGA believes that diversity affords better and more creative responses to our customers needs and in turn contributes greatly to client satisfaction.

The LJGA Diversity Policy requires that all LJGA employees' value and respect the differences and similarities of their fellow employees, whether they be based on race, age, sex, sexual orientation, ethnicity, color, national origin, religion, marital status, or disability. Discrimination on the basis of any of these grounds is against company policy and will not be tolerated.

LJGA encourages all its employees through their daily actions to support this policy. LJGA recognizes that diversity is what makes our nation strong, and that diversity within our company will likewise allow us collectively to best serve our customer's needs.

## Definitions

**Discrimination** is an act of differential treatment toward a group or an individual as a member of a group based on prejudice and negative attitudes. Such acts usually create a disadvantage for the individual or group being discriminated against. Racism is any action or practice, by individuals or institutions that subordinates people because of their race, color or ethnicity. Racism, like sexism, or other forms of discrimination against people based on their age, national origin, sexual orientation, religion, marital status, or disability will not be tolerated.

Discrimination may be intentional or systemic and it works to exclude or restrict access or participation in an organization. Such exclusion goes against the fundamental principles of this organization to promoted opportunity for all and to allow all employees to achieve their full potential.

**Harassment** in the work place is any remark or action that demeans any employee or undermines personal dignity and worth. It is a form of unlawful discrimination. It has the effect of offending, humiliating, or intimidating another person. It can create a negative climate and prevent full participation in activities and/or reduce enjoyment of work.

There are various forms of harassment including those based on race, age, sex, sexual orientation, national origin, ethnicity, color, religion, disability, or marital status. Any person who persists in such behavior which she or he knows or should know is unwelcome may be guilty of harassment. Workplace harassment does not have to occur repeatedly to be taken seriously. One incident of a severe nature can be defined as harassment.

## Statement of LJGA's Goals

**LJGA** is committed to equity in recruitment, hiring, training and professional development and advancement. LJGA will identify and implement ways to remove any existing employment and advancement barriers. LJGA will take positive steps to recruit employees from previously disadvantaged groups and will fully integrate and support these individuals so that they may reach their full potential within our organization.

**LJGA** is committed to the elimination of any discriminatory behaviors, policies or practice that prevent or undermine the full and equal participation of all who wish to join and pursue the mission of the company. This includes but is not limited to all employment/hiring policies and all governance issues. We will take proactive steps to insure that full and equal participation at all levels of the company will take place.

**LJGA** is committed to providing a working and business environment free from harassment. Relationships between any persons involved with the organization will be governed by a mutual respect for each individual's dignity and worth. LJGA will take an active role to eliminate any form of harassment within the company.

## LJGA's Implementation Strategy

### Annual Training Program:

LJGA will invest resources annually to ensure an on-going commitment to the elimination of discriminatory behaviors, policies and practices.

All employees will be required to participate in an education program designed to encourage workplace diversity and tolerance, and to reinforce LJGA's policy on nondiscrimination and diversity. The program will explain what harassment is and what steps people can take should they wish to lodge a complaint.

### How to File a Complaint:

Allegations of harassment in the organization will be dealt with fairly, consistently and in respect of all parties involved, including the complainant, the witnesses, and the alleged

perpetrator. When possible, the confidentiality of the parties will be maintained. Whenever there is a concern, the person(s) affected should follow these steps:

1. It is recommended that the person affected ask the alleged harasser to stop the unwelcome behavior. Speak or write to her/him directly to say that the behavior is unwelcome. A discussion between the parties should attempt to resolve the issue constructively. It is recognized that, in some situations, direct contact is not possible. In such cases, report the harassment to your direct supervisor.
2. Keep a record of the harassment. When did it start (dates, times), where, what happened? Were there witnesses? Were there threats of reprisals?
3. Lodge a complaint. If harassment continues after s/he has been told it is unwelcome, you should report the problem immediately to your supervisor or a manager.

This complaint procedure is in addition to those rights protected under state and federal law. Filing a complaint within the company does not preclude the filing of a complaint with the appropriate state or federal agencies, including the EEOC or the Human Rights Commission.

#### Annual Review of LJGA's Policy:

Management and staff will participate in at least one training program annually to ensure compliance with this policy.

Management will review and evaluate the recruitment, hiring, training and professional development policies of LJGA to identify systemic barriers and recommend new measures to reflect our commitment to employment equity and advancement.

#### Accountability

The Chief Executive and Officers of LJGA will be responsible to ensure the implementation of this policy and will serve as an example for all employees.

All staff will be held accountable for their attitudes and behavior towards coworkers and the general public.