

Puppy Jake Foundation Anti-Harassment Policy

(Adopted by Board Resolution on May 20, 2013)

Article I Purpose

The purpose of the anti-harassment policy of the Puppy Jake Foundation is to ensure a volunteer and work environment that is free of harassment. This policy prohibits harassment in any form, including verbal, physical and sexual harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated.

Article II Application

This policy applies to all persons involved with the Puppy Jake Foundation, including staff (when applicable) and volunteers. All employees and volunteers are expected and required to abide by this policy. No person will be adversely affected with the Puppy Jake Foundation as a result of bringing complaints of unlawful harassment.

Article III Procedures

If an individual feels that he or she has been harassed on the basis of sex, race, national origin, ethnic background, or any other legally protected characteristic they should immediately report the matter to his or her supervisor or to the Board of Directors. Once the matter has been reported it will be promptly investigated and any necessary corrective action will be taken where appropriate.

The procedure for reporting incidents of harassing behavior is not intended to impair, replace, or limit the right of any employee to seek a remedy under available state or federal law by immediately reporting the matter to the appropriate state or federal agency.

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