

ANTI-HARASSMENT POLICY

DATED: July 23, 2021

All Unlawful Harassment Prohibited

The Gaslamp Quarter Association, Inc. (GQA) is committed to providing a workplace that is free from unlawful harassment. The GQA strictly prohibits and does not tolerate unlawful harassment against employees and covered persons (that is, interns, volunteers, applicants or independent contractors), by co-workers, supervisors, managers, or third parties on the basis of a person's:

- Race.
- Religious creed, including:
 - religious belief, observance and practice; and
 - dress or grooming practices.
- Color.
- National origin.
- Ancestry.
- Physical disability.
- Mental disability.
- Medical condition, including:
 - any cancer-related physical or mental health impairment from a diagnosis, record or history of cancer; or
 - a genetic characteristic.
- Genetic information, including information about:
 - an individual's genetic tests;
 - family members' genetic tests;
 - family members' diseases or disorders;
 - an individual's or family member's receipt of, or request for, genetic services; and
 - participation by an individual or their family member in clinical research that includes genetic services.
- Marital status.
- Sex, including:
 - pregnancy;
 - childbirth; or
 - medical condition related to pregnancy, childbirth, or breast feeding.
- Gender.
- Gender identity, meaning a person's identification as male, female, a gender different from the person's sex at birth, or transgender.
- Gender expression, meaning a person's gender-related appearance or behavior, whether or not stereotypically associated with the person's sex at birth.
- Age (40 or older).
- Sexual orientation, including:
 - heterosexuality;

- homosexuality; and
- bisexuality.
- Military and veteran status.
- or any other characteristic protected under applicable federal, state, or local law.

The GQA also prohibits and does not tolerate unlawful harassment against employees and covered persons who are perceived to have any of these characteristics or who associate with a person who has, or is perceived to have, any of these characteristics. Harassment can occur in the workplace, after hours, or on social media. It should always be reported and will not be tolerated by the GQA.

Sexual Harassment

All GQA employees, other workers and representatives (including corporate officers and directors) are prohibited from harassing employees and other covered persons based on that individual's sex (including that individual's pregnancy, childbirth, breastfeeding, or medical conditions relating to pregnancy, childbirth or breastfeeding), sexual orientation or gender (including that individual's gender identity and gender expression) and regardless of the harasser's sex or gender. Sexual harassment is illegal and also against the GQA's policy.

Sexual harassment means any harassment based on someone's sex, sexual orientation, or gender, as described in this policy. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or gender), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature, when any of the following is true:

- Submission to the advance, request or conduct is made either explicitly or implicitly a term or condition of employment.
- Submission to or rejection of the advance, request or conduct is used as a basis for employment decisions.
- Such advances, requests or conduct have the purpose or effect of substantially or unreasonably interfering with an employee's work performance by creating an intimidating, hostile or offensive work environment.

The GQA will not tolerate any form of sexual harassment, regardless of whether it is:

- Verbal (for example, epithets, derogatory statements, slurs, sexually-related comments or jokes, suggestive or obscene letters, unwelcome sexual advances or requests for sexual favors).
- Physical (for example, assault, inappropriate physical contact or impeding or blocking movements).
- Visual (for example, displaying sexually suggestive posters cartoons or drawings, sending inappropriate adult-themed gifts, leering or making sexual gestures).
- Retaliatory (for example, threatening retaliation or taking retaliatory action).

This list is illustrative only, and not exhaustive. No form of sexual harassment will be tolerated.

Harassment is prohibited at the workplace, at employer-sponsored events and on social media.

Other Types of Harassment

The GQA's anti-harassment policy applies equally to other unlawful harassment based on an employee's race, color, religious creed, religious belief, observance or practice, national origin, ancestry, age (40 and over), marital status, genetic information, medical condition, mental disability, physical disability, or military or veteran status (as described earlier in this policy), as well as any other characteristic protected under applicable federal, state or local law.

Such harassment often takes a similar form to sexual harassment and includes harassment that is:

- Verbal (for example, epithets, derogatory statements, slurs, derogatory comments or jokes).
- Physical (for example, assault or inappropriate physical contact).
- Visual (for example, displaying derogatory posters, cartoons, drawings or making derogatory gestures).
- Retaliatory (for example, threatening retaliation or taking retaliatory action).

This list is illustrative only, and not exhaustive. No form of harassment will be tolerated.

Harassment is prohibited at the workplace, at employer-sponsored events and on social media.

Supervisor Responsibilities

Supervisors and managers have an obligation to report sexual or other harassment, discrimination, or retaliation of which they become aware. Supervisors and managers who observe such conduct or who receive any complaints of misconduct must report the conduct or complaint to the Executive Director or the Executive Board of Directors so that an investigation can be made and corrective action taken, if appropriate.

Complaint Procedure: Internal

If you are subjected to any conduct that you believe violates this policy or witness any such conduct, you must promptly report the conduct, either orally or in writing. You may speak to, write or otherwise contact any of the following resources at the GQA:

- Your direct supervisor or, if the conduct involves your direct supervisor, the next level above your direct supervisor.
- The Human Resources manager.
- The Executive Director.
- The Executive Board of Directors

The GQA will ensure that a fair, timely, and thorough investigation is conducted by qualified personnel in an impartial manner that provides all parties with appropriate due process and reaches reasonable conclusions based on the evidence collected. The GQA will maintain appropriate documentation and tracking to ensure reasonable progress is made. At the close of the investigation, the GQA will consider appropriate options for remedial actions and resolutions. If misconduct is found, the GQA shall take prompt, corrective action, as appropriate. The GQA will maintain confidentiality to the extent possible. You will be informed of the results of the investigation.

The GQA is committed to enforcing this Anti-Harassment policy. The effectiveness of our efforts depends in part on employees telling us about inappropriate workplace conduct. If you feel that you or someone else may have been subjected to conduct that violates this policy, you should report it immediately. If employees do not report harassing conduct, the GQA may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

Complaint Procedure: External

If you are subjected to any conduct that you believe violates this policy, you may file a complaint of discrimination with the Department of Fair Employment and Housing (DFEH) within one year of the harassment. The DFEH serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes. If the DFEH finds sufficient evidence to establish that discrimination occurred and settlement efforts fail, the Department may file a lawsuit on behalf of the complaining party.

If a court finds that discrimination has occurred, it can order remedies including:

- Fines or damages for emotional distress from each employer or person found to have violated the law.
- Hiring or reinstatement.
- Back pay or promotion.
- Changes in the policies or practices of the involved employer.

Employees can also pursue the matter through a private lawsuit in civil court after a complaint has been filed with the DFEH and a right-to-sue notice has been issued. For more information, contact the DFEH toll free at (800) 884-1684 or visit <http://www.dfeh.ca.gov/>.

Employees can also file a complaint with the federal Equal Employment Opportunity Commission (EEOC). For more information, contact the EEOC toll free at (800) 669-4000 or visit <http://www.eeoc.gov/>

You may not be retaliated against for opposing harassment or for filing a complaint with, or otherwise participating in an investigation, proceeding, or hearing conducted by [EMPLOYER NAME], the DFEH or the Fair Employment and Housing Council, or the EEOC.

No Retaliation

No one will be subject to, and the GQA prohibits, any form of discipline, reprisal, intimidation or retaliation for good faith reporting of incidents of harassment of any kind, pursuing any harassment claim or cooperating in related investigations.

Violations of this Policy

Any employee, regardless of position or title, whom the Executive Director or Executive Board determines has subjected an individual to harassment or retaliation in violation of this policy, will be subject to discipline, up to and including termination of employment.

Administration of this Policy

The Executive Director is responsible for the administration of this policy. If you have any questions regarding this policy or questions about harassment that are not addressed in this policy, please contact the Executive Director.

Conduct Not Prohibited by this Policy

This policy is not intended to restrict communications or actions protected or required by state or federal law.

Acknowledgment of Receipt and Review

I, _____ (employee name), acknowledge that on _____ (date), I received and read a copy of the GQA's Anti-Harassment Policy, dated July 23, 2021 and understand that it is my responsibility to be familiar with and abide by its terms. This Policy is not promissory and does not set terms or conditions of employment or create an employment contract.

Signature

Printed Name

Date