



We need to help... We just HAVE to help!

It's in our souls. Be the LIGHT that helps others see

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Heaven-Sent Community Services and Veterans Assistance, Inc.

Harassment Policy

1. Purpose

The purpose of this Harassment Policy is to ensure that Heaven-Sent Community Services and Veterans Assistance, Inc. (“Heaven-Sent” or the “Organization”) maintains a workplace and service environment that are free from unlawful harassment and consistent with our mission to honor God and respect every person.

2. Scope

This Policy applies to:

- All employees, volunteers, and Board members.
- Contractors and vendors while on Heaven-Sent premises or at Heaven-Sent events.
- Clients and visitors while participating in Heaven-Sent programs.

It covers conduct that occurs on organizational property, at off-site events or activities, and in electronic communications related to Heaven-Sent (including email and social media interactions associated with the Organization).

3. Policy Statement

Heaven-Sent prohibits harassment of any kind based on a protected characteristic, including race, color, religion, sex (including pregnancy, sexual orientation, gender identity), national origin, age, disability, veteran status, or any other status protected by law.

Harassment is unwelcome conduct that is based on a protected characteristic and that:

- Is a condition of an individual’s involvement with Heaven-Sent (explicitly or implicitly), or
- Is severe or pervasive enough to create an intimidating, hostile, or offensive environment.



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Harassment can be verbal, physical, visual, or electronic.

4. Examples of Prohibited Harassment

Examples include, but are not limited to:

- Slurs, jokes, or insults that target protected characteristics.
- Derogatory or demeaning comments, name-calling, or stereotyping.
- Displaying offensive images, cartoons, or symbols.
- Physical intimidation or unwanted physical contact.
- Persistent or pervasive bullying or threats.

Sexual harassment is addressed in more detail in the separate Sexual Harassment Policy.

5. Reporting Harassment

Anyone who believes they have experienced or witnessed harassment connected to Heaven-Sent should report it as soon as possible to:

- A supervisor or program lead,
- The Executive Director, or
- A designated HR or Board contact, if identified.

Reports may be made orally or in writing. Reports will be taken seriously, handled as confidentially as reasonably possible, and investigated promptly and fairly.

6. Response and Consequences

If an investigation determines that harassment has occurred:

- Appropriate corrective and/or disciplinary action will be taken, up to and including termination of employment or volunteer service, removal from Board service, or limitation of access to programs or facilities.

HEAVEN SENT COMMUNITY SERVICE
AND VETERANS ASSISTANCE



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- When appropriate, Heaven-Sent may also provide support or accommodations to affected individuals.

Retaliation against anyone who makes a good-faith report or participates in an investigation is strictly prohibited and is itself a violation of this Policy.

Adopted by the Board of Directors on the ___ day of _____, 20.