



**Non-Discrimination &
Anti-Harassment
Policy of
Dekalb Public Services Corporation**

Empowering Families, Strengthening Communities

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Article I — Purpose

DeKalb Public Services Corporation (“the Corporation”) is committed to maintaining an environment that is safe, respectful, inclusive, and free from discrimination, harassment, bullying, intimidation, and retaliation in any form. This policy establishes the standards of conduct expected of all directors, officers, volunteers, contractors, program partners, service providers, and individuals participating in the Corporation’s programs, events, and activities.

The Corporation affirms its duty to uphold federal, state, and local civil-rights protections and the ethical obligations inherent in nonprofit governance. No person shall be excluded from participation, denied benefits, or subjected to unlawful treatment based on any protected class.

Article II — Non-Discrimination Policy

The Corporation strictly prohibits discrimination in any program, service, activity, hiring process, volunteer opportunity, partnership, or public interaction on the basis of:

- Race or ethnicity
- Color
- National origin or ancestry
- Citizenship status
- Religion or creed
- Sex, gender, gender identity, or gender expression
- Sexual orientation
- Pregnancy or parental status

- Age
- Disability, physical or mental
- Genetic information
- Veteran or military status
- Marital or familial status
- Socioeconomic status
- Any other category protected by federal or Georgia law

All programs, outreach activities, educational initiatives, events, and public services must be accessible and equitably delivered to all community members.

Article III — Prohibited Harassment

Harassment of any kind is strictly prohibited. This includes, but is not limited to:

Section 3.1 — Verbal Harassment

Insults, slurs, threats, yelling, name-calling, mocking, intimidation, or any speech targeting a person's protected status.

Section 3.2 — Physical Harassment

Unwanted physical contact, blocking movement, aggressive gestures, or any threatening physical behavior.

Section 3.3 — Visual or Digital Harassment

Offensive gestures, images, drawings, emails, texts, social-media posts, or other materials that demean, ridicule, or target an individual or group.

Section 3.4 — Sexual Harassment

Any unwelcome sexual advance, request for sexual favors, sexually suggestive comments, inappropriate touching, or conduct that creates a hostile, intimidating, or uncomfortable environment. This includes both **quid pro quo** and **hostile environment** harassment.

Section 3.5 — Bullying and Intimidation

Actions or behavior intended to humiliate, coerce, undermine, or threaten another person.

Article IV — Retaliation Prohibited

The Corporation strictly prohibits retaliation against any individual who:

- Makes a good-faith complaint
- Reports suspected discrimination or harassment
- Participates in an investigation
- Refuses to engage in or tolerate misconduct

Retaliation will be treated as a separate and serious violation of this policy.

Article V — Reporting Procedures

Anyone who experiences, observes, or becomes aware of discrimination or harassment involving the Corporation's activities must report the concern promptly.

Reports may be made to:

- The **President**
- The **Vice President**
- The **Secretary**

- The **Designated Compliance Officer** (if appointed)
- Any Board member

Reports may be made verbally or in writing. Anonymous reports will be accepted, although the Corporation may have limited ability to address concerns without identifying information.

Article VI — Investigation Process

The Corporation will promptly review all reports and conduct a fair, impartial, and confidential investigation to the maximum extent possible. Steps may include:

- Interviewing involved parties and witnesses
- Reviewing documents, messages, or evidence
- Consulting third-party professionals if needed
- Documenting all findings

The Corporation will take appropriate corrective action based on the findings, which may include coaching, mediation, written warnings, removal from volunteer roles, contract termination, or—where applicable—referral to legal authorities.

Article VII — Responsibilities of Leadership

The Board of Directors and all officers must:

- Model respectful conduct
- Enforce this policy consistently

- Ensure all volunteers and partners understand the standards
- Address complaints promptly
- Document actions taken
- Protect individuals from retaliation

Failure by leadership to act may itself be considered a violation of this policy.

Article VIII — Mandatory Cooperation

All individuals involved in a complaint or investigation must cooperate fully and honestly. Knowingly making false accusations is prohibited; however, **good-faith reports are always protected**, even if the allegations cannot be substantiated.

Article IX — Training & Prevention

The Corporation will provide periodic training for directors, officers, volunteers, and program partners on:

- Civil-rights obligations
 - Cultural sensitivity
 - Sexual harassment prevention
 - Trauma-informed communication
 - Reporting responsibilities
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Article X — Violations

Violations of this policy may result in:

- Verbal or written warnings
- Mandatory training
- Removal from a position, role, or event
- Termination of volunteer or contractor involvement
- Referral to law enforcement (when applicable)

The severity of disciplinary action will depend on the nature of the violation and the person's role in the organization.

Article XI — Policy Review

This policy shall be reviewed by the Board of Directors at least once every two (2) years, or sooner if required by changes in law or organizational need

Name: _____

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____