

JACK THE BIKE MAN, INC.

Children's Bicycle Charity

www.jackthebikeman.org

NON DISCRIMINATORY POLICY

The Organization actively seeks diversity in its members and employees

The Organization does not discriminate and will not tolerate discrimination in its policies, programs, or practices based on an individual's race, color religion, sex, national origin, age handicap, disability, marital status, or sexual orientation.

HARASSMENT POLICY

JTBM prohibits harassment in employment on the basis of race, color, religion, sex, national origin, age, handicap, disability, marital status or sexual orientation, or on any other basis prohibited by law.

Harassment in employment can occur, and is prohibited, both in the workplace and off the premises, including social activities conducted or sponsored by JTBM. All JTBM personnel must comply with this policy and violations will result in disciplinary action. JTBM also will not condone any harassment of one of its employees by any personnel of a member organization, vendor or other business entity whose relationship to the employee is through the business of JTBM.

1. Sexual Harassment

Federal regulations define sexual harassment as "unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature" when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment can occur between individuals of the opposite sex or the same sex. Sexual harassment may include, but is not limited to: intentional physical conduct that is sexual in nature, such as touching, pinching, patting; sexually-oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience; repeated unwelcome request for a romantic relationship; and displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials or other materials that are sexually suggestive, sexually demeaning or pornographic. Basing an employment decision or implying that it will be based on an employee's submission to or rejection of sexual overtures is prohibited.

Mailing Address: P.O. Box 17565 • West Palm Beach FL 33416
Shop + Warehouse: 2406 Florida Ave., West Palm Beach, Florida 33401
561.832.0071 T • jack@jackthebikeman.org

Jack the Bike Man, Inc. is a 501c3 not for profit corporation. 100% of your donation is tax deductible.
A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY
CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL OR RECOMMENDATION BY
THE STATE. FLORIDA DEPARTMENT OF AGRICULTURE SOLICITATION REGISTRATION #CH25140. JTBM Federal Tax ID number 26-0579626

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2. Harassment Other than Sexual Harassment

Harassment, other than sexual harassment, is verbal or physical conduct that denigrates or shows hostility or aversion to an individual because of race, religion, sex, national origin, age, handicap, disability, marital status, or sexual orientation, or because of any other personal characteristic or status protected by law when such conduct has the purpose or effect of unreasonably interfering with an employee's work performance, creating an intimidating, hostile, or offensive work environment, or otherwise adversely affects an individual's employment opportunities.

Harassment may include, but is not limited to verbal abuse or ridicule, including slurs, epithets, and stereotyping; offensive jokes and comments; threatening, intimidating, or hostile acts; and displaying or distributing offensive materials, writings, graffiti, or pictures.

Complaints Any individual who believes that the non-discrimination or harassment policies may have been violated should file a grievance immediately. Employees are encouraged to report potential harassment or discrimination before it becomes severe or pervasive. Complaints will be investigated promptly and treated as confidential to the extent possible consistent with the need to resolve them. There will be no retaliation or adverse action against an employee for his or her part in the filing or investigation of a grievance. Any employee found to have violated any of these policies will be subject to disciplinary action up to and including discharge.

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