



## POLICY AGAINST HARASSMENT AND WORKPLACE VIOLENCE

The Riverside County Democratic Party (RCDP) is committed to the goal of each worker, contractor, volunteer and member of the public interacting with any of the foregoing having a work environment free from harassment and workplace violence. In keeping with this goal, the RCDP is committed to providing each employee, contractor and volunteer with a work environment free of harassment and violence. RCDP will not tolerate any form of discrimination or harassment by anyone involved in the operation of RCDP, the related discourse of such work within meetings and outside in the public sphere of social media and, as such, prohibits discrimination against or harassment by all such persons, including by employees, officers, applicants, volunteers, interns, members, candidates and their staff and lastly persons providing services pursuant to a contract (hereinafter collectively “covered persons”). RCDP considers discrimination and/or harassment to be the kind of serious violation of Party norms which can result in disciplinary action to the offending person.

### 1. Anti-Harassment Policy

Prohibited harassment or discrimination refers to harassment or discrimination on the basis or perceived basis of: sex, race, color, ancestry, citizenship, national origin, religion, age, physical or mental disability, medical condition, pregnancy, marital status, military and veteran status, sexual orientation, or gender identity or expression, being transgender or a gender non-conforming individual or any other characteristic protected by federal, state, or local laws. Prohibited harassment and discrimination also includes conduct based on the perception that anyone has any of the aforementioned characteristics, or is associated with a person who has or is perceived as having any of those characteristics. “Military and veteran status” is defined broadly as “a member or veteran of the United States Armed Forces, United States Armed Forces Reserve, the United States National Guard, and the California National Guard.” All such harassment, whether or not unlawful, is prohibited; and the RCDP has a zero-tolerance policy when it comes to harassment. RCDP’s anti-harassment policy applies to all persons involved in the operation of any campaign headquarters, events and or meetings related to funded or operated by the RCDP and it applies to prohibited and unlawful harassment by any such

headquarters employee, contractor, or volunteer, including supervisors, those one supervises and coworkers.

The RCDP's prohibition of discrimination and harassment specifically includes, is but not limited to, the following behavior to the extent it is violative of applicable law or constitutes an hostile or discriminatory workplace or condition of employment:

- VERBAL CONDUCT such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments;
- VISUAL CONDUCT such as derogatory and/or sexually-oriented posters, photography, videos, cartoons, drawings, or gestures;
- PHYSICAL CONDUCT including assault, unwanted touching, intentionally blocking normal movement, or interfering with work directed at an individual because of the individual's sex, race, or any other protected characteristic;
- THREATS AND DEMANDS to submit to sexual requests in order to keep a job or avoid some other loss, and offers of job benefits in return for sexual favors.
- ANY RETALIATION for having reported or threatened to report harassment.
- ANY RETALIATION for having conducted normal business of the RCDP or CDP, to wit a person was not in favor of a certain determined outcome, and that person decided to retaliate either in-person, online or otherwise.

Examples of these behaviors include but are not limited to:

- unwanted sexual advances or requests for sexual favors;
- sexual jokes and innuendo;
- verbal abuse or advances of a sexual nature;
- commentary about an individual's body, sexual prowess or sexual deficiencies;
- leering, catcalls or touching;
- insulting or obscene comments or gestures;
- display or circulation of sexually suggestive objects or pictures (including through e-mail/social media posts for a wide distribution); and
- other unwelcome physical, verbal or visual conduct of a sexual nature.

No covered person may threaten or insinuate, either explicitly or implicitly, that an individual's refusal to submit to sexual advances will adversely affect the individual's employment/participation, compensation, advancement, assigned duties, or any other term or condition of employment/participation or career development.

Harassment based on any other protected characteristic is likewise strictly prohibited. This policy prohibits unacceptable conduct in all interactions arising in connection with the operation of the RCDP.

This policy is meant to be expansive and also includes a prohibition of harassment by visitors to or "customers" of the RCDP's office or other facilities where the RCDP operates/meets.

The obligation to treat others with dignity and respect extends to cyberspace. “Cyberbullying” is the willful and repeated use of cell phones, computers, and other electronic communication devices to harass, threaten, and or stalk others. Instant messaging, chat rooms and other social media, e-mails, and messages posted on websites are common means of engaging in this type of misconduct. It is not limited to words, but includes images, sounds, data or intelligence. Cyberbullying can include, but is not limited to, defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material (including so-called “sexting”), and sometimes includes efforts to embarrass or bombard another.

Cyberbullying incidents frequently runs afoul of the other prohibitions in this policy with no less serious disciplinary consequences, but even when it does not, it is severe misconduct for which there is a zero tolerance. Cyberbullying is harassment and it will not be tolerated. Instance of such can be grounds for removal of the accused.

**If you want to file a complaint-**

If you wish to make a complaint, submit a written complaint to the Chair of RCDP, as soon as possible after the incident. You are never required to file a complaint with the offender(s). Your complaint should include details of the incident or incidents, names of the individuals involved, location of incident and names of any witnesses.

If you are uncomfortable providing details of the incident to the person to whom you report the incident, the Executive Board of the RCDP will use its best efforts to provide you with access to a non-employee, non-officer to collect that data. The board will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

If the executive board determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee/participant determined by the board to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination. To the extent consistent with law, the executive board ordinarily will advise all parties concerned of the results of the investigation. The board will not retaliate against any employee, member, volunteer or other covered person for filing a complaint and will not tolerate or permit retaliation by management, employees, co-workers and/or other participants.

RCDP encourages all employees/participants to report any incidents of harassment forbidden by this policy *immediately* so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment.

EEOC, LA District Office  
Roybal Federal Building  
255 East Temple St., 4th Floor  
Los Angeles, CA 90012

California DFEH, Los Angeles Office  
320 W. 4<sup>th</sup> Street, 10<sup>th</sup> Floor  
Los Angeles, CA 90013

Phone: 1-800-669-4000

Phone: 800-884-1684 (TTY) or California's Relay Service at 711

Fax: 213-894-1118

TTY: 1-800-669-6820

ASL Video Phone: 844-234-5122

TTY: 800-700-2320

Email: [contact.center@dfeh.ca.gov](mailto:contact.center@dfeh.ca.gov)

If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency.

If you have any questions concerning this policy, please feel free to contact the RCDP's Chair at [chair.rcdp@gmail.com](mailto:chair.rcdp@gmail.com).

## 2. Workplace Violence Policy

RCDP is committed to providing a workplace that is free from acts of violence or threats of violence. In keeping with this commitment, the RCDP has established a policy that provides "zero tolerance" for actual or threatened violence against one's co-workers, supervisors, visitors or any other persons who are either on our premises or have contact with our employees, contractors, and volunteers. Safety and security is everyone's responsibility.

Compliance with this anti-violence policy is a condition of your employment/participation or your permission to be on our premises or our partners premises.

Every verbal or physical threat of violence must be treated seriously and reported immediately to the Chair of the RCDP, one of the Executive Boards officers. You are never required to file a complaint with the person making the threat. Your complaint should include details of the incident or incidents, names of the individuals involved, and names of any witnesses. If you are uncomfortable providing details of the incident to the person to whom you report the incident, The executive board will use its best efforts to provide you with access to a non-employee, non-officer to collect that data. The executive board will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

If the RCDP determines that workplace violence or other misconduct has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee/participant determined by the RCDP to be responsible for workplace violence or other such misconduct will be subject to appropriate disciplinary action, up to and including termination. To the extent consistent with law, the executive board ordinarily will advise all parties concerned of the results of the investigation. RCDP will not retaliate against any employee for filing a complaint and will not tolerate or permit retaliation by management, employees, or co-workers.

In situations where an employee, contractor, or volunteer becomes aware of an imminent act of violence, threat of imminent violence or actual violence, emergency assistance should be sought

immediately. In such circumstances, the employee, contractor, or volunteer should notify someone in charge and/or appropriate law enforcement authorities, as the circumstances demand. When promptly and properly notified of such an emergency, it is the policy of the RCDP to do whatever it can to ensure that appropriate action is taken.

Other resources you may wish to access include:

Domestic Violence: 800-766-SAFE

Trans Lifeline: 877-565-8860

Suicide Prevention: 800-273-8255

Sexual Violence: 800-656-HOPE