

eliminating racism  
empowering women



# LeadBoston

## **Attendance Policy**

Participants must fully participate in LeadBoston programming in order to successfully complete the program. Participants are not permitted to miss more than ten hours of programming. Participants should notify the Program Manager as soon as possible if they anticipate an absence. More than ten hours of missed programming may result in dismissal from the program.

## **Anti-Discrimination, Anti-Harassment and Non-Retaliation Policies**

LeadBoston strives to create and maintain a program environment in which people are treated with dignity, decency and respect. We strive for the environment of the program to be characterized by mutual trust and the absence of intimidation, oppression and exploitation. We want individuals to participate and learn in a safe, stimulating atmosphere. The accomplishment of this goal is essential to the mission of LeadBoston. For that reason, LeadBoston will not tolerate unlawful discrimination or harassment of any kind.

Accordingly, any unlawful discrimination or harassment based on an individual's membership in a legally protected class (i.e., one's race, religion, color, ethnicity, national origin, ancestry, religion, sex, gender, sexual orientation, gender identity, gender expression, marital status, pregnancy, childbirth or pregnancy-related conditions, age, physical or mental disability, military or veteran status, genetic information, or any other characteristic protected by applicable federal, state, or local law) that occurs in any program-related setting or activity is strictly prohibited. Further, any retaliation against individuals because they have complained about unlawful discrimination or harassment or they participated in or cooperated with an investigation of a complaint of unlawful discrimination or harassment is similarly unlawful and will not be tolerated.

All participants are expected to read and comply with the Organization's Anti-Discrimination, Anti-Harassment and Non-Retaliation Policy, and are to report any suspected violation of that policy.

## **Complaint Process**

If any participant believes that they have been subjected to conduct that violates this Policy, the most immediate goal is to stop the offensive conduct. At times, this can be accomplished by confronting whomever is engaging in the offensive conduct, telling that individual what is offensive and requesting that the individual stop. If this informal approach does not eliminate the offensive conduct or remedy the situation, or if this approach is not practical or acceptable for the participant for any reason at all, the participant should report the conduct in accordance with the procedure described below. It is very difficult to investigate or remedy unlawful harassment complaints unless the matter is brought to the attention of the LeadBoston staff.

## **Investigation Process**

Any LeadBoston participant who witnesses, or believes they are the target of conduct that violates this Policy is to report the incident promptly to the LeadBoston Program Manager.

LeadBoston staff will promptly investigate reports of violations of this Policy fairly and quickly, and with discretion. As part of the investigation, the Program Manager will schedule a time to meet with the person filing the complaint, the person alleged to have engaged in the conduct in question, and other persons who have information that it is relevant and necessary.

Once the staff has completed its investigation, a determination will be made as to whether the inappropriate conduct occurred and whether it violates the Policy. If the Program determines the conduct took place and violated the Policy, it will act promptly to eliminate the offending conduct and take appropriate remedial action, and where appropriate, impose disciplinary action, up to and including dismissal from LeadBoston.