

**Illinois Association of Court Appointed Special Advocates**

**Illinois CASA**

Addendum Handout

Policy approved by the Board of Directors on 3.14.23

**Discrimination and Harassment Free Workplace Policies**

Statement of Discrimination and Harassment Free Workplace

Illinois CASA is an equal opportunity employer and follows all applicable Federal and State laws including those prohibiting discrimination in the workplace. Illinois CASA values diversity and believes it makes the association more effective. Illinois CASA makes employment decisions and advancement opportunities based solely on the qualifications of the individual without regard to age, race, color, national origin, religion, sex (including pregnancy), gender identity, gender expression, sexual orientation, disability (physical or mental), citizenships status, and genetic information. Illinois CASA fosters a discrimination and harassment free workplace culture throughout its dealings with all employees, board members, officers, volunteers, contractors, vendors, and affiliated local program members. Illinois CASA does not discriminate in employment opportunities or practices based on any characteristic protected by law. Illinois CASA welcomes qualified individuals with known disabilities and makes reasonable accommodations for them. Illinois CASA also makes reasonable accommodations for individuals' religious observances and practices. This non-discrimination policy shall also apply to the Board of Directors and Illinois CASA volunteers, contactors, vendors, and affiliated local program members.

*All employees, volunteers, vendors, contractor, and board of directors shall comply with applicable provisions of the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act (42 U.S.C>12101et seq.) and applicable rules. Illinois CASA will advertise all position vacancies being filled from outside the association and the advertisement will specify that Illinois CASA is an “Equal Opportunity Employer.”*

Political activity

*Employees shall not support, contribute to, or assist any political candidate or issue during working hours.*

1. **Harassment in the Workplace**

Harassment is unwelcome conduct that is based on age, race, color, national origin, religion, sex (including pregnancy), gender identity, sexual orientation, disability, citizenship status, and genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment can occur in a variety of circumstances, including, but not limited to, the following:

* The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee.
* The victim does not have to be the person harassed but can be anyone affected by the offensive conduct.
* Unlawful harassment may occur without economic injury to, or discharge of, the victim.

*Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA).*

1. **Sexual Harassment**

Sexual harassment is defined as unwanted sexual advances or demands experienced in an employment, volunteer, or other corporate relationship. The unwanted behavior may include, but is not limited to verbal abuse, humiliation, leers, indecent suggestions, physical touching, and sexual assault. Sexual harassment is a form of sex discrimination under Title VII of the Civil Rights Act of 1964. The Equal Employment Opportunity Commission (EEOC), which administers Title VII, has developed guidelines on sexual harassment. These guidelines provide in part that:

Sexual harassment is also defined as any deliberate, or repeated unsolicited verbal comment, question, representation, or physical contact of a sexual nature unwelcome to the recipient.

Such conduct may include but is not limited to:

* Offensive and/or suggestive comments or gestures of a sexual nature.
* Physical actions and/or threats of a sexual nature.
* Continual or repeated verbal abuse of a sexual nature.
* Graphic verbal commentaries about an individual’s body.
* Sexually degrading words used to describe an individual.
* The display in the workplace of sexually suggestive objects or pictures

It is the policy of Illinois CASA to prohibit sexual harassment. This prohibition applies to directors, officers, employees, volunteers, contractors, vendors, and affiliated local program members of Illinois CASA. Violation of this policy by any individual can result in disciplinary action, termination of employment, and/or involvement with the Illinois CASA Association. All employees are entitled to work in a harassment-free environment without fear of threat or intimidation. Employees and applicants for employment have legal safeguards to assist them if harassment occurs.

The CEO is responsible for maintaining an atmosphere that is harassment-free and for taking steps to ensure that harassment by anyone involving co-workers is prohibited.

Retaliating against someone who complains about sexual harassment is prohibited. All complaints shall be investigated promptly, and all reasonable steps will be taken to prevent and eliminate sexual harassment.

Violations

Harassment based on sex is a violation of Title VII. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature is sexual harassment when: submission to such conduct is made either explicitly or implicitly a condition of an individual's employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; 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, 29 C.F.R. Section 1604.11(a) (1985).

1. **Equal Pay and Wage Discrimination**

*The Equal Pay Act of 1963, amending the Fair Labor Standards Act, protects against wage discrimination based on sex. The Equal Pay Act (EPA) protects both men and women.*

All forms of compensation are covered, including salary, overtime pay, bonuses, life insurance, vacation and holiday pay, cleaning or gasoline allowances, hotel accommodations, reimbursement for travel expenses, and benefits. If there is an inequality in wages between men and women who perform substantially equal jobs, employers must raise wages to equalize pay but may not reduce the wages of other individuals.

1. **Reasonable Accommodations**

Illinois CASA will make reasonable accommodations for employees with disabilities for them to perform their job effectively. The **Americans with Disabilities Act (ADA)** and the Americans with Disabilities **Amendments Act (ADAAA)** arefederal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

Reasonable Accommodation is modifications or adjustments to the job application process and the work environment that enable qualified applicants or employees with disabilities to be considered for a position, to perform the essential functions of a position in the manner or circumstances under which the position held or desired is customarily performed, and to enjoy equal benefits and privileges of employment.

Religious accommodations can be made upon request and communicating with direct supervisor. Formal request in writing is encouraged. This can be in form of an email and written letter. The request should be submitted to the employee’s supervisor. The requests will be reviewed and approved by the CEO of Illinois CASA.

**Internal Grievance**

Internal Grievance Reporting Procedure

* **Step One**

Illinois CASA encourages any director, officer, employee, or volunteer who believes this policy has been violated to immediately report the incident. Any director, officer, employee, or volunteer who feels that he or she has been the victim of sexual harassment or that any director, officer, employee, or volunteer has violated this policy should immediately report the matter to the CEO. This also includes contractors, vendors and affiliated local program members.

All internal grievance complaints should be addressed to the Illinois CASA CEO. Complaint reports should be in writing. The CEO shall investigate the complaint take appropriate steps and notify the affected employees of the decision within one week.

If the subject of the complaint is the CEO, the report should be made to the President of the Board of Directors who will perform the investigation and report the decision to the affected employees within one week.

* **Step Two**

If the complainant is not satisfied with the decision rendered at **Step 1**, the matter may be appealed to the Executive Committee of the Board of Directors. This appeal shall be directed to the President of the Board of Directors. Once such appeal has been made, the record of the investigation and any written reports prepared during the investigation shall be forwarded to the Board President. The Executive Committee shall review the record without taking additional evidence. The Executive Committee shall report its decision to the affected employees.

* **Step Three**

If the complainant is not satisfied with the decision rendered at **Step 2**, the matter may be appealed to the full Board directors. The Board of Directors will review the investigation and report their decision to the affected employees. The decision of the Board of Directors shall be final and given within two weeks.

Investigation Procedure

All reports related to internal grievance complaints indicating sexual harassment or inappropriate sexual conduct should be directed to the CEO. The CEO shall immediately investigate the complaint. The person filing the complaint shall be interviewed and shall provide specific details concerning the conduct on which the complaint is based. Other persons with information will also be contacted. The CEO will prepare a written report of the investigation which will include appropriate recommendations for action. Access to this material will be restricted to the extent permitted by law. Reports will not be disclosed to persons who are not directly involved in the actual investigation.

All persons interviewed will be informed that complainants are entitled to confidentiality and respect. Persons involved shall not be subjected to harassment or retaliation because of having filed or given information relative to a complaint. This applies equally to an appeal of a decision at any level.

The CEO will take appropriate action based on the findings of the investigation. If sexual harassment occurred, appropriate remedial action will be taken to remedy the effects of the harassment and to protect the victim from further harassment and retaliation. In addition, appropriate disciplinary action, up to and including termination of employment or participation in the activities of Illinois CASA may be imposed upon the responsible person. If the complaint cannot be substantiated, the complainant will be informed of the decision. Misleading and untruthful grievance complaints made in bad faith may subject the complainant to disciplinary action or termination of employment.

**Illinois CASA grievance contact information:**

**Mari Christopherson, CEO Illinois CASA**

200 W. Madison Street, 2100

Chicago, IL 60606

Cell: 630-670-7668

Email: [Mari@illinoiscasa.org](mailto:Mari@illinoiscasa.org)

**Chris Setti, Board President**  401 NE Jefferson Ave

Peoria, Illinois 61603

Phone (309) 495-5956

Email:[csetti@greaterpeoriaedc.org](mailto:csetti@greaterpeoriaedc.org)

Use the following information if an employee finds that the Illinois CASA internal grievance process is mishandled and/or wishes to file complaints alleging discrimination by the association with ICJIA, IDHR, OCR, or the EEOC.

**Reporting Work Related Complaint and Discrimination to ICJIA, IDHR, OCR, and EEOC.**

**Discrimination complaints from Grantee employees**

Employees who believe that they have encountered discrimination in any terms or conditions of employment, including but not limited to hiring, selection, promotion, transfer, pay, tenure, discharge, and discipline may file a complaint with the Illinois Criminal Justice Information Authority (ICJIA), the Illinois Department of Human Rights (IDHR), the US Equal Employment Opportunity Commission (EEOC), and the U.S. Department of Justice Office for Civil Rights (OCR).

Complaints filed with ICJIA should be directed to ICJIA’s Civil Rights Officer. ICJIA complaint forms can be found at ICJIA's website or by contacting the ICJIA’s Civil Rights Officer at 312-793-8550. Complaints filed with ICJIA may be filed via the web (<http://www.icjia.state.il.us/public/>), mail (Civil Rights Officer, Illinois Criminal Justice Information Authority, 300 West Adams Street, Suite 200, Chicago, Illinois 60606), or email (cja.civilrightsofficer@illinois. gov).

The individual may also file a complaint directly with the OCR or their local EEOC office. Complaints may also be filed with the IDHR.

Use the following address for complaints submitted to OCR:

**Office for Civil Rights, Office of Justice Programs (OCR)**

U.S. Department of Justice

810 Seventh Street N.W.

Washington, DC 20531or their local EEOC office.

**Service Discrimination Complaints**

If an individual, receiving services, believes that he or she has been discriminated against or that his or her civil rights have been violated, the individual may file a complaint with the Illinois Criminal Justice Information Authority (ICJIA), the Illinois Department of Human Rights (IDHR), and the U.S. Department of Justice Office for Civil Rights.

Complaints filed with ICJIA should be directed to ICJIA’s Civil Rights Officer. ICJIA complaint forms can be found at ICJIA's website or by contacting the ICJIA’s Civil Rights Officer at 312-793-8550. Complaints filed with ICJIA may be filed via the web (<http://www.icjia.state.il.us/public/>),or email ([cja.civilrightsofficer@illinois.gov](mailto:cja.civilrightsofficer@illinois.gov)).Use the following address for mailed complaints to ICJIA:

**Civil Rights Officer, Illinois Criminal Justice Information Authority (ICJIA)**

300 West Adams Street, Suite 200

Chicago, Illinois 60606

The individual may also file a complaint directly with the OCR at the following address:

**(OCR) Office for Civil Rights; Office of Justice Programs**

**U.S. Department of Justice**

810 Seventh Street N.W.

Washington, DC 20531.

Complaints may also be filed with the Illinois Department of Human Rights (IDHR).

Website: <https://www.illinois.gov/dhr>

Case initiation form: <https://www.illinois.gov/dhr/FilingaCharge/Pages/Intake.aspx>

**Illinois Department of Human Rights (IDHR) offices:**

**CHICAGO OFFICE**

James R. Thompson Center   
100 W. Randolph Street, 10th Floor  
Intake Unit   
Chicago, IL 60601   
(312) 814-6200 or (886) 740-3953 (TTY)

**SPRINGFIELD OFFICE**

535 West Jefferson Street

1st Floor   
Intake Unit  
Springfield, IL 62702  
(217) 785-5100 or (886) 740-3953 (TTY)

**US Equal Employment Opportunity Commission** **(EEOC) offices:**

**EEOC’s Chicago District Office**

203 S. Dearborn Street, Suite 1866

Chicago, IL 60604

(312) 872-9777

[ChicagoEEOC@eeoc.gov](mailto:ChicagoEEOC@eeoc.gov)

**EEOC’s St. Louis District Office**

Robert A. Young Building

1222 Spruce Street, Room 8.100

St. Louis, MO 63103

1-800-669-4000

**Illinois Sexual Harassment and Discrimination Helpline**

(877) 236-7703

Monday through Friday 8:30 a.m. to 5:00 p.m.

A copy of this policy will be distributed to all directors, officers, and employees; will be available to all volunteers, contractors, vendors, and affiliated local program members; and may be updated and redistributed periodically.



**Illinois Association of Court Appointed Special Advocates**

**Discrimination and Harassment Free Workplace Policies**

Addendum Handout – Policy approved by the Board of Directors on 1/21/21

**Agreement**

I have read and carefully reviewed the Discrimination, Harassment Free Workplace, and Sexual Harassment Policies. This includes the Illinois CASA Internal Grievance Reporting, and the Discrimination and Harassment Reporting procedures. I understand it is my responsibility to carefully read each policy and become familiar with its content. I have been provided with the contact information for the CEO, Board President, and external reporting agencies.

I understand the policies and accept the provisions as terms and conditions of my employment or involvement with the Illinois CASA Association. I further understand that violations of these policies could result in disciplinary action, termination of employment, and/or involvement with the Illinois CASA Association.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

CEO Signature: