



## **Walnut Avenue Equal Opportunity Plan and Grievance Procedures (Includes Harassment and Discrimination) Updated February 2022**

### **EQUAL OPPORTUNITY STATEMENT**

It is the policy of Walnut Avenue Family & Women’s Center (Walnut Avenue) to provide equal employment, volunteer, and services-related opportunities or ‘EEO’ to all persons regardless of race (including traits historically associated with race, including but not limited to, hair texture and protective hairstyles), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability (including HIV and AIDS ), medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender expression, age (please note: 40 years and over is a legally protected class), sexual orientation, family or relationship model, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by federal, state or local law. Discrimination is prohibited in all aspects of Walnut Avenue business.

Walnut Avenue is committed to maintaining a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Walnut Avenue expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment.

In order to keep this commitment, Walnut Avenue maintains a strict policy prohibiting discrimination or harassment of any kind as defined below. This policy also prohibits disrespectful or unprofessional conduct based on *the perception that* anyone has any of those characteristics listed above, or is associated with a person who has or is perceived as having any of those characteristics. This policy applies to all employer agents; employees; and volunteers including managers, supervisors, non-supervisory employees, contracted workers and non-employees who engage in unlawful discrimination or harassment in and associated with the workplace.

### **Laws prohibiting discrimination:**

State and federal laws mandate that employees have the right to work in an environment that is free from all forms of discrimination. Those laws are listed below:

- Title VII of the Civil Rights Act of 1964
- Government Code Sections 19700-19706
- Government Code Section 12940
- Age Discrimination Acts of 1967 and 1978

- Pregnancy Discrimination Act of 1978
- American’s with Disabilities Act of 1990
- Federal Rehabilitation Act of 1973
- Equal Pay Act of 1963
- California Executive Order B-54-79
- Labor Code Section 1102.1 (2), Sections 1101 and 1102
- California Executive Order S-06-04

## **DEFINING TERMS:**

### **1. General Discrimination**

In general, discrimination is the differential treatment of an individual or group of people based on their personal characteristics.

Official definitions of some of the legally “Protected Group” categories can be found at the U.S. Equal Employment Opportunity website: <https://www.eeoc.gov/discrimination-type>

List of California “Protected Group” categories can be found on the California Senate website: <https://www.senate.ca.gov/content/protected-classes>

### **2. Employment Discrimination**

California state laws barring discrimination apply to all business practices, including the following:

- Advertisements
- Applications, screening, and interviews
- Hiring, transferring, promoting, terminating, or separating employees
- Working conditions, including compensation
- Participation in a training or apprenticeship program, employee organization or union

It is illegal for employers to discriminate against job applicants and employees because of a protected category or retaliate against them because they have asserted their rights under the law.

### **3. Harassment**

For the purposes of getting a civil harassment order in California (the legal definition), harassment is defined as:

1. unlawful violence, such as:
  - assault – attempting to cause a violent injury to you;
  - battery – use of force against you; or
  - stalking – repeatedly following or harassing you with the intent to place you in reasonable fear for your safety or your immediate family’s safety;<sup>1</sup>

2. a credible threat of violence, which means a statement or actions that reasonably place you in fear for your safety, or the safety of your immediate family; or
3. repeated actions that seriously alarm, annoy, or harass you, and that serve no legitimate purpose and cause you to be extremely emotionally upset (distressed), such as following you, making harassing telephone calls, or sending harassing emails.<sup>2</sup>

<sup>1</sup> Ann.Cal.C.C.P. § 527.6(b); Ann.Cal.Penal Code §§ 240, 242, 646.9

<sup>2</sup> Ann.Cal.C.C.P. § 527.6(b)

However, more generally, harassment is unwelcome conduct that is based on race, color, religion, sex, national origin, age, disability, genetic information, or any other personal characteristic. ***Employment-based harassment becomes unlawful where enduring the offensive conduct becomes a condition of continued employment or the conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.*** Walnut Avenue includes harassment of a program participant or volunteer whereby the offensive conduct becomes a condition of continued services or of the volunteer opportunity, where the conduct is sufficiently severe or pervasive to create an environment that a reasonable person would consider intimidating, hostile, or abusive.

“Sexual” harassment is a particular type of harassment that includes unwelcome conduct such as sexual advances, requests for sexual favors or dates, remarks about an individual’s appearance, discussions, remarks or jokes of a sexual nature, displaying of derogatory posters, cartoons, or drawings, and/or other verbal or physical harassment of a sexual nature. The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a program participant, volunteer or vendor.

At Walnut Avenue, defining harassment will not be limited to the characteristics necessary to file a law suit, but will include unwanted conduct associated with the business of the organization when that conduct is sufficiently severe or pervasive to create an environment that a reasonable person would consider intimidating, hostile, or abusive.

#### **4. Retaliation**

Taking an action that might deter a reasonable person from participating in activity protected by antidiscrimination and/or whistleblower laws. Protected activity includes: complaining about discriminatory or harassing behavior; disclosing/reporting violations of law, rule or procedure or fraud, waste or abuse; and participating in discrimination or whistleblower proceedings (such as an investigation or lawsuit). Retaliatory actions are not limited to formal personnel actions such as termination, demotion, non-promotion, or non-selection. Retaliatory actions are broadly defined to include harassing behavior, significant changes to job duties or working conditions, and even threats to take personnel actions.

#### **5. Grievance**

At Walnut Avenue, ***grievance*** is a term intended to serve as an umbrella concept to include all real or imagined wrong or other cause for complaint or protest, especially unfair treatment, which anyone associated with the organization wishes to bring to the attention of Leadership for correction in a formal

way. A grievance will be a written form of complaint which puts in motion the grievance policy and necessitates a timely official response from organizational leadership. In cases of alleged harassment or discrimination, the complaint does not need to be in writing. Leadership must investigate any incidents of potential harassment or discrimination they hear.

A grievance may be an accusation of a violation of workplace contract terms or policy and could be a complaint about anything regarding being noncompliant in work policies or similar regulation, including the Walnut Avenue Code of Conduct. A grievance may be filed if an employee feels they or anyone else affiliated with the agency were negatively affected by an employer, co-worker, vendor or volunteer including discrimination and/or harassment. Individuals and groups can file grievances.

### **WALNUT AVENUE'S COMMITMENT TO EQUAL OPPORTUNITIES FREE FROM DISCRIMINATION AND/OR HARASSMENT**

Walnut Avenue Leadership are committed to ensuring we not only have a plan and clear procedures, but that we are actively engaging in constant evaluation of our policies and procedures with the voice of our employees at the center of our decisions. The following are active ways we are engaging this commitment:

1. Walnut Avenue agency values explicitly lists Equity as one of our core values.

**Equity:** Walnut Avenue serves all those who qualify for our services to the best of our ability and knowledge, without judgment but with the intentional awareness that institutional racism, misogyny, and other forms of implicit bias are pervasive in our culture. Walnut Avenue seeks to ensure that all individuals have equal opportunities to learn, grow, and access the resources they need to thrive.

2. Walnut Avenue invested in developing an agency-wide Cultural Responsiveness Plan in 2017. This plan ends in 2022 and moving forward, our equity goals and objectives will be incorporated in our Strategic Plan starting 2022.
3. We initiated an **Equity Committee** in June 2020. This monthly committee meeting is regularly attended by management, staff, and Board members. A Consent Decision Making model is used to encourage equality in the decision-making process. The Leadership Team has also been trained and is beginning to use the model.
4. Walnut Avenue aspires to represent/reflect the population we serve both in our employees, paid Leadership Team, and volunteers including our Board of Directors.
5. We also aspire to ensure those with lived experience in the areas of service Walnut Avenue addresses have voice and are valued as experts in the field. We will actively seek input from those with lived experience of trauma, domestic violence and other forms of intimate partner and/or family violence, as well as low-income parents, and teen parents, among other areas of expertise.
6. Walnut Avenue values life experience in addition to formal education as assets which individuals bring to the team and to our community. We acknowledge how inequities can prevent individuals from having access to educational experiences from early education to higher education or formal certifications, and are attempting to even the playing field by reducing barriers to reaching one's professional development and educational goals and by taking into

consideration broader determining factors in our hiring and pay rate decisions that do not center solely on educational degrees and other formal credentials, but also take into consideration years of life and professional experience and demonstrated work-merit.

7. Walnut Avenue will make concerted efforts to use recruitment, interviewing, and hiring decision practices that reduce barriers for diverse applicants. Please refer to our hiring protocol in the Policies & Procedures manual for more information on how we are doing this.
8. Walnut Avenue will provide training either at onboarding or during staff meetings or in-service days annually to ensure all employees are knowledgeable about and receive ongoing training on topics such as disabilities and accessibility; gender, sexuality & family model diversity; immigrant rights and how to respond to a visit from ICE among other topics to be identified by the Leadership Team as advised by the Equity Committee.
9. Walnut Avenue will encourage reporting of discrimination, harassment and retaliation and will conduct an investigation of any complaints that is fair and objective with clear procedures and process.
10. The Executive Director, and all other supervisors, have an open-door policy that invites employees to share feedback and bring forward concerns related to Equity. Walnut Avenue also has a procedure for anonymous feedback to be shared with the Executive Director or any Leadership Team member.
11. All employees read and sign an equal opportunity policy and responsibility statement during the onboarding process. The equal opportunity and grievance policy is reviewed annually with staff at both locations.

The complaint process described below will be used by Walnut Avenue to investigate any allegations of conduct which is not consistent with this policy and all parties who utilize or participate in any investigation will be protected from retaliation related to this policy.

## **PURPOSE OF THE GRIEVANCE PROCEDURES**

The purpose of the Grievance Procedures is to provide all employees, volunteers, applicants, and participants with a uniform method to address allegations and complaints of unfair treatment and/or bring to light a violation of Walnut Avenue policies and values. The process ensures that such allegations and complaints receive prompt and impartial review and resolution for the betterment of the organization, while also assuring employees, volunteers and program participants that the allegations receive full consideration and appropriate remedy, without fear of reprisal or retaliation.

## **SCOPE**

At any point in the process, an individual may decide to write up a formal grievance using the grievance policy and form. However, in many cases, a complaint regarding matters in the workplace can be resolved through informal cooperation. Anyone is encouraged (when the situation is deemed safe and appropriate) to bring feedback directly to an individual who may have acted in a way viewed as not in line with agency values or policies. An informal intervention will be considered resolved when the person receiving the feedback acknowledges the behavior and makes good faith efforts to correct it.

When this sort of informal intervention fails to remedy the situation and/or the behavior continues, another layer of informal intervention might include bringing a supervisor or other Leadership Team

member into the conversation for mediation and support. If the behavior involves a violation of the law or Walnut Avenue policy, it is recommended the Leadership Team member take two steps: 1.) Request a written grievance from the complainant or document a verbal concern brought to their attention, and 2) initiate an employee direct response through our progressive discipline policy as outlined in the Policies & Procedures manual at the level (at least) of Written Warning as deemed appropriate.

Additionally, an employee, volunteer, applicant, or participant who believes they have been discriminated against or is being harassed may file a complaint simultaneously with the Federal Equal Employment Opportunity Commission (EEOC), the California Department of Fair Employment and Housing (DFEH), the US Department of Justice, Office for Civil Rights (OCR), the U.S. Department of Labor or any other agency charged with enforcing laws prohibiting discrimination. The complainant may also bypass Walnut Avenue's grievance complaint process and file directly with these outside entities.

This policy applies to all complaints which are either unable to be informally resolved and/or are reasonably considered to be best addressed by following the formal grievance procedures.

### **TIME-FRAMES AND BASIS FOR FILING INTERNAL AND EXTERNAL COMPLAINTS**

An agency grievance may be completed at any point an individual determines it is appropriate.

An employee, volunteer, applicant, or participant who believes they have been discriminated against may file with:

- 1) The Employer, DFEH, or OES's Equal Employment Opportunity (EEO) Office within 365 days of the last incident or notification of alleged discrimination act(s). If the complainant just obtained knowledge of the alleged discriminatory action(s), an additional 90 days are granted following the one-year expiration date. The covered bases or protected "classes" may differ from those identified by Walnut Avenue in our policy because Walnut Avenue has expanded their list of protected classes even if they are not included at these other agencies. If filing with another agency, it will be important to clarify which protected classes are specifically covered by each.
- 2) EEOC within 300 days of the last incident or notification of the alleged discrimination act(s). The covered basis includes RACE, COLOR, SEX (SEXUAL HARASSMENT), NATIONAL ORIGIN, RELIGION, AGE, DISABILITY, AND/OR RETALIATION.
- 3) Department of Labor (DOL) within two (2) years of the last incident or notification of the alleged discriminatory act(s). The covered basis includes the FAMILY MEDICAL LEAVE ACT (FMLA).
- 4) Department of Justice OCR one year under the Omnibus Crime Control & Safe Street, Act of 1968 (RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX) and 180 days under other federal legislation listed in the grantee handbook.

### **Resources/Where to make a formal complaint:**

**California Department of Fair Employment and Housing-**

<https://www.dfeh.ca.gov/complaintprocess/>

**California Governor's Office of Emergency Services-** <https://www.caloes.ca.gov/cal-oes-divisions/civil-rights-eeo-and-health-safety/equal-employment-opportunity-programs/eeo-complaints>

**U.S. Equal Employment Opportunity Commission-** <https://www.eeoc.gov/federal-sector/filing-formal-complaint>

**U.S. Department of Labor-** <https://www.dol.gov/agencies/whd/contact/complaints>

**U.S. Department of Justice (to complain against an organization funded by DOJ which Walnut Avenue is)-** <https://www.justice.gov/actioncenter/submit-complaint>

## **ROLES AND RESPONSIBILITIES**

### **Walnut Avenue Family & Women's Center Executive Director:**

The Executive Director (ED) is responsible for overseeing the development and implementation of Walnut Avenue's equal opportunity plan and grievance process which includes addressing issues of sexual harassment and discrimination. The ED must also ensure that all employees, volunteers, and participants are aware of the policies and procedures outlined herein. The ED has identified the Equity Committee as the responsible party for annually reviewing and advising the ED on any necessary changes.

### **Employee:**

An employee who believes they have experienced discrimination or harassment, or who has witnessed discrimination or harassment, or who wishes to make a formal grievance of a different type is responsible to report to a Leadership Team member and provide all relevant information in a manner that allows Walnut Avenue the best opportunity to resolve the complaint. If for any reason an employee does not feel comfortable bringing their grievance to a Leadership Team member, they can contact any member on the Board of Directors.

### **EEO Investigators:**

The EEO Investigator acts a fact finder whose primary responsibility is to gather sufficient evidence to the complaint issue(s) which would provide the basis for determining whether the action complained of was the result of illegal discrimination or harassment. All Leadership Team members at Walnut Avenue may act as EEO Investigators. We have identified the ED to be the EEO Investigator in most cases. However, if the ED is involved in the complaint, or if the ED cannot be impartial, an alternative EEO Investigator will be chosen. At the conclusion of an investigation, the EEO Investigator prepares and submits a report of findings to the Operations Director for final review.

## **GRIEVANCE PROCESS**

The EEO Investigator will make every attempt to resolve the issue(s) at the lowest level possible. Upon the initial contact with the employee, volunteer, applicant, or participant by telephone or in person, the EEO Investigator will listen to the issues and determine if the issue(s) are within the EEO jurisdiction, or if an informal intervention is recommended. The severity or pervasiveness of the complaint will determine the course of action required. If the issue(s) are not within the EEO jurisdiction, the complainant will be referred to the recommended avenue to proceed.

### **Step-by-Step Process to File a Grievance:**

1. The employee, volunteer, applicant, or participant submits a written grievance form or verbally notifies a Leadership Team member of alleged harassment or discrimination. The Leadership Team member will acknowledge receipt of the grievance and offer reasonable support to the complainant for them to continue doing their job.
2. The Leadership Team member, in collaboration with the ED will determine if the complaint is within the jurisdiction of the formal grievance policy and if yes, assign an EEO Investigator for this complaint within 7-14 working days of receipt of the grievance. If not within jurisdiction, the ED and Leadership Team member will respond to the complainant in writing with a recommended action plan detailing next steps to address the complaint. At this point Leadership may decide to consult a risk management professional.
3. The EEO Investigator will notify the respondent (against whom a complaint is made) and their supervisor/manager within 14 days of assignment as EEO Investigator that a formal complaint has been filed, and explain the investigation process. ***An anti-retaliation agreement will be signed at this time by the respondent.***
4. Simultaneously, the EEO Investigator will respond to the complainant within 14 days of receipt of the complaint to notify them of next steps. Also within 14 days, the Investigator will notify the complainant, respondent and any relevant witnesses in writing of the date, time and location of their scheduled interview. An employee may, upon hearing who will address their complaint request a change in personnel if they believe the assigned team will not fairly hear their complaint. Ultimately, if a team cannot be determined, a member of the Board of Directors will be asked to step in to make a final determination of who will hear the case.
5. The EEO Investigator will conduct interviews with the complainant, respondent(s) and identified witnesses to obtain statement of facts. The investigator will take clear and objective written (or typed) notes, documenting the meeting. These notes should be shared with the person interviewed for confirmation and clarification of what was discussed. It is absolutely imperative that each employee interviewed maintains confidentiality regarding the information discussed with the investigator.
6. Upon completion of the interviews, the EEO Investigator will review and compare statements of facts, and any reports or material provided during the interviews to determine whether the allegation(s) was/were substantiated.



7. The Investigator prepares a written report of the investigative findings and submits the report to the Director of Operations for review. The report should describe the circumstances, which prompted the formal complaint, and set forth all relevant facts. The report will include recommended next steps.
8. The Director of Operations receives the investigation report and supporting documentation and reviews the report for accuracy and contents. Once the Operations Director accepts the report, they have ten days to take action. The Director of Operations can a) choose to accept the recommended next steps, b) Recommend changes to the action steps, or c) convene an EEO review committee.
9. If the action steps are accepted, both the complainant and respondent will be informed in writing about the outcome of the investigation and next steps, including whose responsibility it will be to ensure next steps are followed.
10. If a review committee is needed, the Committee will include 3 impartial employees or Board of Director members (in other words, individuals who can be reasonably assumed to be objective about the case.) It is preferable to ensure representation that matches the culture/identity of the individual making the complaint. The complainant may ask who will be on the committee, and provide feedback to the ED in the event they feel the individuals chosen will not be able to provide objectivity in their case.
11. The Committee will concur with the contents of the report, revise or reject the recommendation, and identify next steps. Both the complainant and respondent will be informed in writing about the outcome of the investigation and next steps, including whose responsibility it will be to ensure next steps are followed.
12. The EEO Investigator will provide the complainant with a final decision in writing within 180 days from the date the complaint was formally filed.
- 13) If the investigation substantiates a “finding of discrimination or harassment,” the appropriate management will consult with the Board of Directors and legal counsel to take the appropriate steps including any request for an adverse action, after receipt of the investigation file.

## **ACCESS TO RECORDS**

The Executive Director and EEO Investigator during the course of an investigation have authorized access to all Walnut Avenue files and records, which might contain evidence regarding the allegations of discrimination.

## **CONFIDENTIALITY**

Once a formal complaint is filed, the complainant should understand there is no guarantee of confidentiality because information must be shared in order to effectively resolve the complaint. Discrimination laws prevent us from guaranteeing confidentiality in a place of employment if discrimination is reported because once filed, Leadership must follow-through on a discrimination complaint. That said, the least amount of sharing of information as possible will happen and only with

those people necessary to effectively process the complaint. Witnesses interviewed will be asked to keep their discussion with the EEO investigator confidential.

### **RETALIATION OR REPRISALS**

Retaliation or reprisal of any nature shall not be taken against any person who has filed a complaint or participated in the complaint process (i.e., witness). If an individual feels they have experienced retaliation for filing a grievance or participating in the process, they may file a complaint directly with the Executive Director, Board of Directors, DFEH, EEOC, or OCR. Any manager, supervisor or employee who is found to have used their position to harass another will be subject to appropriate adverse action up to, and including, termination of employment. An anti-retaliation agreement will be used to prevent the respondent from approaching the complainant to discuss the complaint separate from any formal mediation arranged by Leadership.

### **EMPLOYEE/APPLICANT/PARTICIPANT RIGHTS**

All individuals who utilize the discrimination complaint process are assured of the following rights:

- The right to a reasonable amount of time to make an informal presentation of their complaint to a trained EEO Investigator, Executive Director or Board of Directors.
- The right to representation (at no cost to Walnut Avenue) by a person of their choice at each and every step of the complaint process.
- The right to keep their complaint confidential until such time the EEO Investigator/Officer brings the complaint to the appropriate authority for remedy, or when the complaint reaches the formal level. (Unless it involves allegations of such a nature that anonymity cannot be assured because of Walnut Avenue's legal obligation to take immediate and appropriate corrective action).
- The right to a full, impartial and prompt investigation by a trained EEO Investigator when a formal complaint has been filed, and a timely decision from the designated authority after full consideration of all relevant facts and circumstances.
- The right to file a formal complaint if the informal complaint is not resolved to the complainant's satisfaction.
- The right to file concurrent complaints with OES, DFEH, OCR and EEOC or another appropriate agencies.
- The right to appeal if not satisfied with the appointing power's decision to the State Personnel Board, in addition to filing charges with other state and federal compliance agencies or to file a civil action in the appropriate court.
- The right to be free from restraint, interference or coercion from filing a complaint.
- The right to be free from retaliation or reprisal for filling a complaint; complaining about discrimination; threatening to file a charge or complaint; or participating in a discrimination investigation.



**Walnut Avenue Equal Opportunity Plan and Grievance Procedures  
(Includes Harassment and Discrimination) new hire acknowledgement:**

As a new employee and/or volunteer at Walnut Avenue Family & Women's Center, I acknowledge having received the Equal Opportunity Plan and Grievance procedure and understand that violating the laws and/or the policies of the agency regarding equal opportunity, harassment, discrimination, and retaliation may result in disciplinary action, including the possibility of termination of employment or volunteer position.

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

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Supervisor name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date



## GRIEVANCE FORM

Date received: _____
Staff Initials: _____

*The information you provide below will assist us in resolving your complaint. Your responses are voluntary, however incomplete information may make it difficult or impossible to effectively resolve your complaint.*

*The information you provide will be maintained in a confidential file within the Executive Director’s office. It will be disclosed only to those persons with a need to know in order to assist in the resolution of your complaint.*

*\*Discrimination and harassment in employment is a violation of law, but also a violation of the Walnut Avenue Code of Conduct. You have a right to work in an environment free from discrimination and harassment. Your report not only gives us the opportunity to support you in your role, but also helps us be a better organization, free from acts of discrimination. Thank you for sharing your experience with us.*

<b>Your Name (Please Print):</b>		<b>Job Role:</b>
<b>How do you prefer to be contacted?</b> Telephone- (Please add preferred number here): Email- (Please add preferred address here):		<b>Immediate Supervisor or preferred Walnut Avenue support person:</b>
<b>Gender:</b>	<b>Age:</b> <input type="checkbox"/> Under 40 <input type="checkbox"/> Over 40	<b>Ethnicity:</b>
<b>Name of Person(s) involved:</b>		<b>Date(s) Action(s) Took Place:</b>
<b>Location:</b>		<b>Date of Last Contact:</b>

**(If applicable) Discrimination Based On** (<https://www.eeoc.gov/discrimination-type> )

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Age               | <input type="checkbox"/> Political Affiliation or Opinion | <input type="checkbox"/> Sexual Harassment              |
| <input type="checkbox"/> Ancestry          | <input type="checkbox"/> Pregnancy                        | <input type="checkbox"/> Sexual Orientation             |
| <input type="checkbox"/> Disability        | <input type="checkbox"/> Race                             | <input type="checkbox"/> Denial of Family/Medical Leave |
| <input type="checkbox"/> Marital Status    | <input type="checkbox"/> Religion                         | <input type="checkbox"/> Veteran’s Status               |
| <input type="checkbox"/> Medical Condition | <input type="checkbox"/> Retaliation (Reprisal)           | <input type="checkbox"/> National Origin                |

(Specify) \_\_\_\_\_

- Sex (Gender)
- Other:

**State specific incidents of complaint** *(Continue on additional pages, if necessary):*

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**Remedy Requested:**

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***By signing below, I am filing a formal grievance to Walnut Avenue Leadership. I authorize investigation of my complaint and the revealing of my identity only as needed to employees and/or my supervisor(s) in the investigation of my complaint. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct of my own knowledge.***

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Complainant's Signature

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Date

Privacy Act Notification, Civil Code Section 1798.17: Information you furnish regarding your email address and telephone number will be used only to maintain contact with you in the event of your unavailability at work. Participation in providing this information is voluntary.



## Anti-retaliation Agreement

### Protection of “Whistleblower” & Agency Code of Conduct:

The Supervisor and employee shall discuss protections of the “whistleblower”, confirm understanding, and sign this agreement.

***If any employee, consultant, volunteer or BOD member (hereinafter referred to as “whistleblower”) reasonably believes that some policy, practice, or activity of Walnut Avenue is in violation of law(s); and/or reasonably believes there is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant, a complaint must be filed following the Walnut Avenue Grievance Policy, without fear of retaliation.***

The “whistleblower” can report the event using their identity or anonymously.

Anyone within Walnut Avenue who retaliates against the “whistleblower” (who reported an event in good faith) will be subject to discipline, including termination of Board or employee status.

Agency Code of Conduct (you initialed & signed upon hiring) states:

*I agree to maintain professional behavior that promotes a safe and supportive environment.*

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It is the policy of Walnut Avenue Family & Women’s Center that this same protection (“whistleblower” protection) applies to any Code of Conduct breach, policy breach or interpersonal relations issues brought forward by a staff member.

- I understand that Walnut Avenue Family & Women’s Center’s priority is to create a safe & healthy place for everyone where they feel comfortable coming forward if they see or experience anything that violates our Code of Conduct or policies.
- I understand that it is the right of my fellow employee to bring forward concerns related to a perceived breach in Walnut Avenue Family & Women’s Center’s Code of Conduct or policies.
- I understand that I am not allowed to go directly to that employee to discuss the concerns brought forward today against me/brought to the agency’s attention, unless permission has been given by that employee for that to happen.

Did the employee give permission for the accused employee to talk to them directly? (check one)

YES \_\_\_\_\_

NO \_\_\_\_\_

- I understand that I am to adhere to the Code of Conduct and maintain professional behavior that promotes a safe and supportive environment.

By filling out my name and signing below, I agree to all statements made above with full knowledge that breaking this agreement is grounds for disciplinary action including possible termination of employment.

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Supervisor name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date