



## SERENDIPITY CENTER, INC. POLICIES AND PROCEDURES

### Non-Discrimination Policy

#### **Purpose**

A core business objective is for Serendipity to maintain a workplace in which all employees, students, and volunteers can achieve their potential without being subjected to discrimination or harassment based on race, gender, national origin, age, disability, religion, sexual orientation, gender identity, or any other status that is protected by applicable non-discrimination law.

Harassing or other discriminatory conduct is detrimental to every one of us and to our mission. Our policy of non-discrimination requires that all employees and volunteers conduct themselves professionally and appropriately at all times.

#### **Policy**

Serendipity Center, Inc. will not discriminate against any individual with respect to employment or provision of services based upon that individual's race, color, religion, sex, national origin, age, sexual orientation, political affiliation, marital status, disability, gender identity, source of income, familial status, expunged juvenile records, military service or veteran status, or any other class of persons protected by federal, state, or local law, rule, regulation, or ordinance. Additionally, Serendipity complies with Executive Order 11246, Titles VI, VII and IX of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Inquiries regarding compliance with this policy may be directed to the Title IX Coordinator, Megan Pine, at:  
P.O. Box 33350  
Portland, Oregon 97292-3350,  
(503) 761-7139  
concerns@serendipitycenter.org

#### **Procedure:**

1. The Board of Directors of Serendipity Center, Inc. shall adopt a policy of non-discrimination that complies with guidance from both the Bureau of Labor & Industry and the Office of

Civil Rights. The policy shall be included in employee and student/family handbooks, posted on Serendipity's website, and displayed the family waiting area.

2. The policy shall be reviewed annually. Any revision to the policy must be presented to and adopted by the Board of Directors.

3. If you feel Serendipity has violated this policy and are an employee or an employee candidate, you can report the complaint verbally or in writing using the Complaint Form to HR. If HR is the subject of the complaint, you may file a complaint with the Compliance Director/Title IX Coordinator listed above.

4. For incidents that occurred prior to September 29, 2019, there is a one-year statute of limitations to submit a complaint. Incidents that occurred after September 29, 2019, are subject to a five-year statute of limitations.

5. Serendipity may not require or coerce an employee to enter into a non-disclosure or non-disparagement agreements.

a.) A non-disclosure agreement is defined as a contract by which one or more parties agree not to disclose confidential information that they have shared with each other as a necessary part of doing business together.

b.) A non-disparagement agreement is defined as an agreement requiring one or more parties to the agreement not to make negative statements about the other(s).

c.) An employee claiming to be aggrieved by unlawful discrimination or harassment may voluntarily request to enter into an agreement containing a non-disclosure, non-disparagement, or no-rehire provision and the employee has at least seven days to revoke such an agreement.

6. Suspected violations of this policy will be handled according to the reporting, investigating, and documentation procedures outlined in Serendipity's Code of Ethical Conduct Policy.