

## **WHITE RIVER REGIONAL HOUSING AUTHORITY POLICY PROHIBITING ILLEGAL DISCRIMINATION**

The White River Regional Housing Authority is an equal opportunity housing provider. We do not discriminate in our housing services on the basis of race, color, national origin, religion, sex, familial status, disability, or other classification protected by applicable law. We prohibit discrimination based upon sex, including sexual harassment, in the furnishing of housing services.

Our employees shall not engage in any of the following behaviors towards our clients or prospective clients: sexual comments, sexual advances, or demand that any client or prospective client perform sex acts in exchange for any of our benefits or Housing Choice Voucher benefits.

Our employees shall not engage in romantic relationships with or otherwise date romantically our clients or prospective clients. If a prospective client has a pre-existing romantic relationship with an employee, it shall be disclosed to that employee's immediate supervisors, the Executive Director, and the Chief Operating Officer as soon as possible after that person becomes a prospective client or client. That prospective client or client will be assigned to a different employee.

### **CONSEQUENCES**

Any employee who makes sexual comments or sexual advances to a client or prospective client, or otherwise violates this policy, will be disciplined and may be terminated.

Any employee who demands a client or prospective client perform a sex act in exchange for any of our benefits or Housing Choice Voucher benefits shall be terminated.

### **WHO RECEIVES REPORTS?**

Any employee can receive a report and must then submit that report to their immediate supervisors, the Chief Operating Officer, and the Executive Director. Reports involving an employee's immediate supervisor may be submitted to the Executive Director and Chief Operating Officer. Reports involving the Chief Operating Officer may be submitted to an employee's immediate supervisor and the Executive Director. Reports involving the Executive Director may be submitted to the Chairperson of our Board of Commissioners. Employees must, and clients or prospective clients should, use the attached compliance form to document these reports.

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All of our offices and services must follow this policy. This policy must be posted in a well-lit location in all offices and service locations where we conduct business with prospective or current clients.

This policy must be distributed to all new clients when they apply for benefits and all new employees when they begin employment.

This policy supplements, and does not replace, our current anti-discrimination employment policies. Nothing in this policy is intended to create a contract of employment or otherwise modify an employee's at-will status.

## COMPLIANCE PROCEDURE

We encourage our clients and prospective clients to immediately report violations of this policy by using the below compliance procedure and form. We expect our employees to immediately report any violations of this policy to their immediate supervisors, the Chief Operating Officer, and the Executive Director, omitting those persons only if he or she is involved in the reported conduct. No person will be retaliated against or penalized due to reporting suspected violations of this policy. Employees who receive an oral report from a client or prospective client must submit the report using the below form and provide a copy of it and the policy to that client or prospective client.

Except as provided above, reports should be submitted in writing to the Executive Director and the Chief Operating Officer. The Chairperson of our Board of Commissioners may also receive a report. Reports may be submitted to [compliance@wrrha.com](mailto:compliance@wrrha.com), which emails the report to those three persons.

1. The name of the White River Regional Housing Authority Employee suspected of violating this policy.

Name of subject of report:	
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2. The specific conduct you observed with dates and details about where this conduct was observed, including the housing project where this occurred.

Description of conduct you observed with date, location, housing project, and other details you believe relevant to your report:	
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3. The reporting person's name, phone number, address, and email address.

Your name, phone number, address, and email address:	
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I, the reporting person, certify this report is true and correct to the best of my knowledge, information, and belief:

SIGNED: \_\_\_\_\_

DATED: \_\_\_\_\_

I, an employee of the White River Regional Housing Authority, received the above report orally or in writing on the \_\_\_\_ day of \_\_\_\_\_, 202\_\_, at the \_\_\_\_\_ housing project.

SIGNED: \_\_\_\_\_

DATED: \_\_\_\_\_