
Harassment Policy

Policy Overview

At Menus for Change, we are dedicated to fostering a respectful, inclusive, and safe environment for all employees, volunteers, board members, partners, and event participants. Harassment of any form is strictly prohibited within our organization. We aim to maintain an atmosphere of mutual respect where all individuals can engage freely and productively, without fear of discrimination or harassment based on race, gender, sexual orientation, religion, disability, age, or any other protected characteristic.

Definition of Harassment

Harassment is any unwelcome, offensive, or inappropriate behavior that creates a hostile, intimidating, or uncomfortable environment. Harassment can occur in various forms, including but not limited to:

- Verbal harassment: Insulting, derogatory, or offensive remarks, jokes, comments, or slurs.
- Physical harassment: Unwanted physical contact or gestures that threaten, intimidate, or create discomfort.
- Sexual harassment: Unwelcome advances, requests for sexual favors, or any verbal or non-verbal conduct of a sexual nature.
- Discriminatory harassment: Behavior based on race, ethnicity, gender, sexual orientation, age, religion, disability, or any other characteristic protected by law.

Scope of the Policy

This harassment policy applies to all individuals associated with Menus for Change, including:

- Employees, contractors, and interns
- Volunteers and board members
- Event participants, partners, and other stakeholders

The policy covers all environments where Menus for Change operates, including:

- In the workplace or during working hours
- At events, meetings, or conferences hosted or supported by Menus for Change (both on and off-site)
- In virtual or remote work environments
- Any interactions with event participants or partners associated with Menus for Change activities

Reporting and Complaints

Menus for Change encourages anyone who experiences or witnesses harassment to report it immediately. Reports can be made confidentially through the following channels:

- Direct Reporting: Employees, volunteers, and stakeholders should report incidents of harassment to their supervisor, manager, or the board of directors.
 - The executive director and board of directors can be contacted at Admin@MenusForChange.org, and this email is specifically for these individuals.
- Anonymous Reporting: An anonymous reporting option is available for individuals who wish to maintain confidentiality while raising concerns. We utilize an [anonymous Google Form](#) that allows volunteers and staff to anonymously report bullying, harassment, discrimination, retaliation and more.

All complaints will be taken seriously, and we are committed to investigating them promptly and thoroughly.

Investigation Process

Once a complaint is filed, Menus for Change will initiate a fair and thorough investigation, which may include:

- Confidential interviews with the complainant
- Interviews with any witnesses or involved parties
- Review of any relevant documents or evidence

The investigation will be conducted as quickly and discreetly as possible, with confidentiality maintained throughout the process.

No Retaliation

Retaliation against anyone who reports harassment or participates in an investigation is strictly prohibited. Menus for Change will take corrective action against any individual who retaliates against a complainant, witness, or anyone involved in the investigative process. Retaliation includes but is not limited to any form of harassment, job discrimination, or adverse action.

Consequences of Violations

If an investigation determines that harassment has occurred, appropriate corrective actions will be taken, which may include:

- Verbal or written warnings
- Mediation or conflict resolution
- Suspension or demotion
- Termination of employment, volunteer status, or partnership agreement

The nature of the corrective action will depend on the severity and frequency of the harassment.

Preventing Harassment

Menus for Change is committed to preventing harassment before it happens. To ensure a safe and respectful environment, we will:

- Provide regular training on respectful conduct, diversity, equity, and inclusion. We utilize tailored training via websites such as NonprofitReady.Org to provide effective and informational harassment training.
- Communicate the harassment policy clearly to all employees, volunteers, and stakeholders.
- Offer support and resources for individuals affected by harassment.
- Foster a culture of mutual respect, inclusion, and professionalism in all our operations.

Policy Review and Updates

This policy will be reviewed annually to ensure it remains effective and in compliance with relevant laws and best practices. Any changes to the policy will be communicated clearly to all relevant individuals associated with Menus for Change.

Updated: February 2025