



## **Broad Street Market Alliance Non-Discrimination & Sexual Harassment Policy** Adopted December 2024

### Non-Discrimination

The Broad Street Market Alliance does not discriminate in its relations with vendors, the community, in the terms and conditions of employment, in the recruitment or hiring process, in the provision of services on the basis of race, gender, creed, color, national origin, ancestry, gender identity or expression, religion, sex, age, handicap, disability, marital status, political belief, by reason of participation in or decision to refrain from participating in labor activities protected under the Public Employee Relations Act, Pennsylvania Labor Relation Act, or the National Labor Relations Act or any other status protected by local, state, or federal law. It is at all times the intent of the Broad Street Market Alliance to comply with the Pennsylvania Human Relations Act, with Titles VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as implemented by 45 CFR part 84); the Age Discrimination Act of 1975 (as implemented by 45 CFR part 90); the Pregnancy Discrimination Act of 1978 (as implemented by 45 CFR part 1604), the Americans with Disabilities Act of 1990, and any other applicable Federal, State, or Local laws and regulations. This policy applies to all employees and those acting on behalf of the Broad Street Market Alliance. It is, therefore, prohibited for any employee to discriminate against a fellow employee, vendor, or member of the community in the terms and conditions of employment with Broad Street Market Alliance, on the basis of race, gender, creed, color, national origin, ancestry, gender identity or expression, religion, sex, age, handicap, disability, marital status, political belief, by reason of participation in or decision to refrain from participating in labor activities protected under the Public Employee Relations Act, Pennsylvania Labor Relation Act, or the National Labor Relations Act, or any other status protected by local, state, or federal law.

It is the duty of all employees to assist the Broad Street Market Alliance in complying with its Non-Discrimination policy, with the Pennsylvania Human Relations Act, with Titles VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as implemented by 45 CFR part 84); the Age Discrimination Act of 1975 (as implemented by 45 CFR part 90); the Pregnancy Discrimination Act of 1978 (as implemented by 45 CFR part 1604), the Americans with Disabilities Act of 1990, and any other applicable Federal, State, or Local laws and regulations. Any employee who believes that the Broad Street Market Alliance is not in compliance with the Non-Discrimination policy must report such non-compliance to the Market Manager or Chair of the Board of Directors of the Broad Street Market Alliance within 24 hours of obtaining knowledge of such non-compliance. Any violation of this policy, including failure to report non-compliance, can result in disciplinary action, up to and including termination.

## Harassment-Free Working Conditions

It is the continuing policy of the Broad Street Market Alliance to afford full equal employment opportunity to qualified employees and applicants regardless of their race, gender, creed, color, national origin, ancestry, gender identity or expression, religion, sex, age, handicap, disability, marital status, political belief, by reason of participation in or decision to refrain from participating in labor activities protected under the Public Employee Relations Act, Pennsylvania Labor Relation Act, or the National Labor Relations Act, or any other status protected by local, state, or federal law. This policy is founded not only upon the belief that all employees and applicants have the inherent right to work in an environment free from discrimination or harassment but also upon the conviction that such discrimination or harassment interferes with employee work performance and productivity. Therefore, it is the policy of the Broad Street Market Alliance to provide a working environment free of harassment that is based upon race, gender, creed, color, national origin, ancestry, gender identity or expression, religion, sex, age, handicap, disability, marital status, political belief, or any other status protected by local, state, or federal law. Such harassment is willful misconduct and will not be tolerated. Any employee committing such harassment is subject to disciplinary action, up to and including termination.

Employees have the duty to report any known or suspected violation of this policy to the appropriate Department Director. If the employee's Department Director is involved, they may report the incident to the Administrator. The complaint will be investigated and the employee will be advised of the findings and conclusions.

All actions taken to resolve a harassment report through internal investigations shall be conducted confidentially to the extent possible. There will be no discrimination or retaliation against any employee for making a report.

## Sexual Harassment

The Broad Street Market Alliance is committed to providing a working environment free of sexual harassment. The Broad Street Market Alliance considers sexual harassment a very serious matter and prohibits it in the workplace by any person and in any form. The following procedure has been implemented to provide a work environment free from all forms of sexual harassment or intimidation:

Everyone has an affirmative duty to maintain his/her workplace free from sexual harassment.

The Market Manager shall discuss this policy with all employees and assure them that they are not required to endure insulting, degrading, or exploitative sexual harassment.

No one shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, other conditions of employment, career development, and so forth.

Other sexually harassing conduct in the workplace, whether committed by supervisors or non-supervisory personnel, is also prohibited, including:

- Unwelcome sexual flirtations, advances, or propositions;

- Verbal or written abuse of a sexual nature;
- Graphic verbal comments about an individual's body;
- Sexually degrading words used to describe an individual;
- The display in the workplace of sexually suggestive pictures or objects.

Any employee who believes that a violation of the Broad Street Market Alliance's Sexual Harassment Policy has occurred, has a duty to report the alleged act immediately to the Market Manager who shall inform the President of the Board of Directors of the report. If the employee prefers not to discuss the report with the Market Manager or if the Market Manager is the individual involved in the harassment, the employee may make the report directly to the President of the Board of Directors.

The Market Manager will notify the President of the Board of Director of the report and investigate the report immediately. If the Market Manager is the individual involved in the harassment, the President of the Board of Directors will notify the greater Board of Directors. The employee will be advised of the findings and conclusions. All actions taken to investigate and resolve the sexual harassment report through internal investigations shall be conducted discretely and confidentially to the extent possible.

Any exempt or non-exempt employee who is found, after appropriate investigation, to have engaged in sexual harassment will be subject to appropriate disciplinary action up to and including termination. There will be no discrimination or retaliation against any employee for making a sexual harassment report.

To ensure a workplace free from sexual harassment, employees have an affirmative duty to report sexual harassment in the workplace. Any employee who knowingly fails to report sexual harassment in the workplace is subject to disciplinary action.

### Non-Retaliation

No individual who reports or complains about harassment or improper conduct, or who assists the Broad Street Market Alliance in an investigation of harassment, will be subjected to retaliation. If you have witnessed or experienced behavior you believe to be retaliation, or if you are aware of such a behavior, you have a responsibility to report the behavior immediately to the Market Manager or President of the Board of Directors.

The Broad Street Market Alliance will not tolerate any effort to avoid, hinder or corrupt the complaint or investigation process, including refusal to cooperate with an investigation or knowingly making false statements to management during the complaint or investigation process. Such actions may result in employment action up to and including termination of employment.

### Notice Requirements

All Employees of the Broad Street Market Alliance shall be provided a copy of these policies in writing and shall be asked to acknowledge receipt of same by returning a signed and dated copy of this policy. These policies will also be posted conspicuously in Employee and Vendor lounge areas of the Market.

Employee Acknowledgement

I, \_\_\_\_\_, hereby confirm that I have been provided a copy of these policies, given the opportunity to review it and ask questions, agree to abide by these policies and procedures, and understand that failure to do so may result in discipline up to and including termination of employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date