

Sentience Institute

Harassment & Discrimination Policy

Sentience Institute is committed to a work environment in which all individuals are treated with respect. Sentience Institute expressly prohibits discrimination and all forms of employee harassment based on race, color, religion or creed, national origin or ancestry, sex, gender, sexual orientation, age, parental status, physical or mental disability, military or veteran status, genetic information, or status in any group protected by state or local law.

Examples of harassment include, but are not limited to:

- Humiliation in front of coworkers
- Repeated unwelcome remarks or jokes
- Exercising, attempting to exercise, or threatening to exercise physical force against an employee in the workplace that causes or could cause physical injury to the employee
- Comments that promote stereotyping of any protected class
- Comments related to an employee's protected classes that are humiliating, offensive, threatening, or that undermine the employee's role in a professional environment

Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment decisions, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, and any other term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwelcome physical contact including touching, patting, pinching, stroking, kissing, hugging, assaulting, or impeding or blocking movements
- Sexual comments, stories, and jokes, including bragging about sexual prowess
- Sexually-suggestive gestures
- Visual conduct including leering, making sexual gestures, or displaying of sexually explicit or suggestive objects or images
- Insulting or obscene comments
- Insults based on the sex or gender identity of the employee
- Comments on an employee's appearance or private life
- Cat-calling
- Email, voicemail, or text messages that are offensive, or sexually explicit and unwanted
- Repeated and unwanted sexual advances or invitations for dates or physical intimacy
- Unwanted requests for sexual favors
- The use of job-related threats or rewards to solicit sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Physical violence, including sexual assault
- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to Sentience Institute's legitimate business interests

During business travel, no employee will be required to share a bedroom with any person that would result in their feeling vulnerable or unsafe. The employee must inform their supervisor if they're uncomfortable rooming with a particular sex, gender, or person.

Complaint Procedure

Sentience Institute strongly encourages the timely and accurate reporting of all instances of discrimination, harassment, or retaliation. Employees are encouraged to keep a written record of the date, time, details of the incident(s), and witnesses, if any.

Where employees are comfortable doing so, they can attempt to resolve their concerns by directly communicating disapproval to the person whose conduct is offensive. Otherwise, if you believe you have experienced or witnessed harassment or discrimination, promptly report the incident to the Director of Operations or the Executive Director. If there is no Director of Operations and the incident occurred with the Executive Director, you may report the incident to any member of the board of directors.

Sentience Institute will operate a zero tolerance policy for discrimination or harassment in the workplace by investigating any complaint made by or about an employee promptly, thoroughly, and impartially. Any employee found to have engaged in any form of sexual or other unlawful harassment or discrimination will face disciplinary action, up to and including

termination of employment.

Complaints will be confidential and records will be kept in a confidential file, not in the complainant's personnel file.

When the designated person receives a complaint, they will:

- Record the dates, times, and reported facts of the incident(s).
- Ensure that the complainant understands the procedure for resolving the complaint.
- Identify the outcome wanted by the complainant.
- Discuss and agree on next steps: either an informal or formal complaint, with the understanding that resolving the matter informally will not prevent the complainant from pursuing a formal complaint if they are not satisfied with the outcome.
- Inform the complainant that they have the right to contact legal counsel, such as the U.S. Equal Employment Opportunity Commission (EEOC) or other legal counsel, if they think this is necessary.
- Ensure that the above is completed within 3 days of initial discussion of the complaint.

If the employee decides to resolve the matter informally, the designated person will:

- Give the alleged harasser an opportunity to respond to the complaint.
- Ensure the alleged harasser understands the procedure for resolving the complaint.
- If the complainant is comfortable, facilitate discussion between both parties to achieve an informal resolution that is acceptable to the complainant.
- If the complainant is not comfortable, achieve an informal resolution by speaking with the complainant and alleged harasser separately.
- If the designated person is unable to achieve an informal solution that is acceptable to the complainant, consult the Executive Director, who may refer the matter to a mediator.
- Keep a confidential record of all actions taken to resolve the complaint.
- Inform the Executive Director of the complaint, maintaining the anonymity of the parties to the fullest extent possible; in the case where the Executive Director is the alleged victim or harasser, inform a member of the board of directors.
- Ensure that the above is completed within 7 days of receiving the complaint. In the case where the designated person has difficulty completing these items within 7 days, they may work with another designated person to complete their duties.
- Follow up 2 weeks after the discussion to ensure that the behavior has stopped.

If the employee wants to make a formal complaint, or if the informal complaint mechanism does not lead to a satisfactory outcome for the complainant, a formal complaint may be

made. At the time of the formal complaint, the designated person who initially received the complaint will form a committee of all designated persons currently responsible for receiving complaints. In the case that a designated person has a conflict of interest due to their relationship with the complainant or alleged harasser, or for another reason, they will excuse themselves from the investigation. This committee will proceed to investigate the complaint, or refer the matter to an outside investigator.

An investigation will be carried out:

- Inform the Executive Director of the complaint, maintaining the anonymity of the parties to the fullest extent possible. In the case where the Executive Director is the victim or alleged harasser, inform a member of the board of directors.
- Interview the employee and their alleged harasser separately.
- Interview other relevant third parties, such as witnesses, separately.
- Produce a report detailing the investigations, findings, and any recommendations. The committee may not be able to determine whether the incident(s) of harassment took place. For this reason, the committee will focus on a remedy that is appropriate to the alleged incident and ensures proper functioning of the workplace.

After completing the investigation, the committee of designated persons will consult with the complainant on their preference for a remedy, i.e. a plan for future interactions that is acceptable to all parties, an apology, a change to working arrangements, a promotion if the complainant was demoted as a result of the harassment, training for the alleged harasser, discipline, suspension, or dismissal. Based on the complainant's input and the results of the investigation, the committee will determine a remedy. If necessary, the committee will consult with the Executive Director or board of directors regarding the appropriate remedy.

- Keep a confidential record of all actions taken to resolve the complaint.
- Follow up after 1 week to ensure that the recommendations are implemented, that the behavior has stopped, and that the complainant is satisfied with the outcome.
- If the complainant is not satisfied with the outcome, consult with them to determine why the remedy was not satisfactory and if another remedy is available.
- Ensure that the above is completed within 30 days of the complaint.
- In the case where an employee makes multiple complaints against the same alleged harasser, and the designated person believes the complaints may be a form of harassment, the complainant may face disciplinary action.

No policy can prescribe what should be done on every occasion because circumstances vary. If employees need help or advice about a particular situation or circumstance, employees are encouraged to contact their supervisor, the Director of Operations, or the Executive Director.

Retaliation Prohibited

Sentience Institute expressly prohibits retaliation against any individual who reports discrimination or harassment, or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

Witnessing Discrimination and Harassment

Any employee who becomes aware of discrimination or harassment in the workplace, even if they are not directly involved, is expected to report the incident. The designated person to whom the report is made will document the incident and consult with the alleged victim to determine if the victim would like to file a complaint. If the alleged victim chooses to file a complaint, the designated person will proceed as defined above with regard to informal and formal complaints. If the alleged victim doesn't choose to file a complaint, documentation of the alleged incident will be retained confidentially so that if the alleged victim or harasser is involved in another complaint or accusation, designated persons can consult documentation of the previous complaint.

Complaints Against Third Parties

Sentience Institute recognizes that an employee can be subject to harassment from a non-employee who supports or conducts business with Sentience Institute, such as a donor, overnight host, contractor, consultant, or volunteer ("third party"). Any employee who believes that they have been harassed by a third party is encouraged to file a complaint. The designated person who receives the complaint will document the complaint and take whatever action is appropriate in the circumstances. For example, if a fundraiser files a complaint about a donor, the designated person may, with the permission of the employee, recommend to their supervisor that the employee no longer be required to work with that donor.

Complaints by Third Parties

Sentience Institute recognizes that a non-employee can be subject to harassment from Sentience Institute employees, such as a colleague being harassed by an employee at a work-related conference. If a non-employee believes that they have been harassed by an employee and reports the conduct to a Sentience Institute employee, contractor, or board member, the third party will be referred to a designated person who will follow the procedure for informal and formal complaints above.

Anonymous Complaints

An employee or third party may file an anonymous complaint by contacting a professional mediator who is not an employee of Sentience Institute. The identity of the complainant will be known to the mediator, but not to staff at Sentience Institute. The mediator will communicate the complaint to a designated person at Sentience Institute while keeping the identity of the complainant anonymous. Sentience Institute will not be able to conduct a thorough investigation without interviewing the alleged witness or victim, however, if the complainant identifies a harasser, the designated person will interview the alleged harasser and keep a confidential record of both the complaint and the response from the alleged harasser.