




ASPIRE




ACTION PATHWAYS' ASPIRE PROGRAM

**SUMMER YOUTH  
EMPLOYMENT PROGRAM  
2024**

 [www.actionpathways.com](http://www.actionpathways.com)

 910-485-6131

 4525 Campground Rd., Fayetteville NC, Fayetteville NC

 [SYEP@actionpathways.ngo](mailto:SYEP@actionpathways.ngo)



## Benefits

### PARTICIPATION IN SYEP PROVIDES YOUNG PEOPLE THE OPPORTUNITY TO:

- Develop the skills needed to be successful
- Discover and explore their talents
- Acquire new skills
- Learn how to save and budget
- Set career goals and earn money
- Develop effective and appropriate workplace behaviors
- Improve confidence, self-advocacy, and individualism

## Eligibility Requirements

- Applicant must be between the ages of 15 through 17 by June 7, 2024
- Reside in Cumberland and Sampson Counties (must show proof – report card or transcript)
- Be willing to adhere to all program policies and procedures
- Commit to the entire program and orientation schedule (June 7, 2024 – August 1, 2024)
- Complete the interview, screening, and onboarding process
- **Attending the orientation is required to participate in the program.**



## About the Program

Action Pathways, Inc.'s (API) Achievement, Success, Progress, Independence, Readiness, and Evolve (ASPIRE) is a comprehensive, holistic, and family-centered service program that assists low-wealth or under-resourced individuals obtain the skills and knowledge that are needed to become self-sufficient. The Summer Youth Employment Program (SYEP) is a 8-week program that provides jobs, financial empowerment skills, and workplace readiness training to benefit young people between the ages of 15 thru 17.



# Important Dates

## PROGRAM EVENTS

Date	Program Event	Location	Time
April 2, 2024	Application opens	<a href="http://www.actionpathways.ngo">www.actionpathways.ngo</a>	8:00 AM
April 26, 2024	Application closes	<a href="http://www.actionpathways.ngo">www.actionpathways.ngo</a>	5:00 PM
May 28 , 2024 June 3, 2024	Orientation & Job Readiness Training	Cumberland County In-Person	9:00 AM
June 4, 2024	Orientation & Job Readiness Training	Sampson County In-Person	9:00 AM
June 10, 2024	First Day at Worksite	Refer to Offer Letter	8:00 AM
August 1, 2024	Last Day at Worksite	Refer to Offer Letter	5:00 PM
August 2, 2024	Recognition Ceremony	In-person	11:00 AM



# Important Dates

## WORKSHOPS

Date	Program Event	Location	Time
June 14, 2024	PNC Bank Workshop	4525 Campground Rd	10:00 AM
June 21, 2024	Carter Bank Workshop	4525 Campground Rd	10:00 AM
June 28, 2024	Becoming Counseling	4525 Campground Rd	10:00 AM
July 12, 2024	Livingstone College Tour	Livingstone College	8:00 AM
July 19, 2024	UNC Pembroke Tour	Pembroke, NC	9:00 AM
July 26, 2024	NC Works	4525 Campground Road	11:00 AM

## WHAT HAPPENS AFTER ACCEPTANCE INTO SYEP?

After receiving your acceptance email from Human Resource Staff, you must correctly complete all hiring paperwork by the provided deadline. Please refer to the information below for more details.

All youth participants will be contacted by API. staff to schedule an appointment for their SYEP onboarding session. When attending the onboarding session, each youth participant will need to provide the following items:

- Original copy of your social security card (non-laminated)
- A government-issued ID (driver's license, learner permit, or school ID)
- Bank deposit information (document from your financial institution with routing number, account number, applicant's name, and bank logo)
- Youth Employment Certificate

### Job Placements

To provide meaningful work experiences for our youth participants, we partner with several city agencies, private companies, and non-profit businesses to help place young people in meaningful jobs for the summer. Due to limited availability for the number of youth participants we can accept this year, each youth participant must undergo an application and interview process before being selected. After selection, youth participants are strategically placed based on criteria and job availability. There may be situations where we cannot put a youth participant in a desired field of choice; however, the skills that can be learned and gained from each job will be impactful despite the job placement.

API staff will determine the suitability of the job for each youth participant based on the following criteria:

- Application
- Interview
- Transportation availability
- Recommendation letters
- Company/agency job requirements
- Job availability
- Skill level



## WHAT KIND OF TRAINING WILL I RECEIVE?

Action Pathways, Inc. staff understands that for many youth participants, this is their first paid job experience. We will ensure you are adequately trained on various topics and skills you may encounter during your summer employment.

### ORIENTATION AND JOB READINESS TRAINING

The SYEP Orientation and Job-Readiness Training will consist of various workshops and training to prepare and provide youth with the general skills needed in the workforce. Some of the topics discussed include:

- Development of professional goals
- Effective communication
- Equal Employment Opportunity (EEO) Training
- Financial literacy (budgeting, saving, investing)
- Resume/brand development
- Professional development
- Quality customer service
- Independent living



### WORK SITE ORIENTATION

Upon arriving at your job site, youth participants will receive a job-specific orientation from their worksite supervisor. Please be sure you know the following information on your first day of work:

- Basic duties and responsibilities
- Expectations of the Worksite
- Whom to contact in case of emergency
- Proper workplace attire
- Work schedule
- Lunch-break policy
- How to report and request absences
- Worksite supervisor contact information



## HOW WILL I GET PAID?

Host Agency	Pay Rate	Minimum Hours
Youth Worker I	\$10.00	20

### DIRECT DEPOSIT

All SYEP youth participants will be paid via direct deposit or check.

### 2024 PAY SCHEDULE

The pay schedule for the API employees is below.

Pay Period	Pay Date
June 6, 2024 - June 14, 2024	June 21, 2024 (First Paycheck)
June 15, 2024 - June 28, 2024	July 5, 2024
June 29, 2024 - July 12, 2024	July 19, 2024
July 13, 2024 - July 26, 2024	August 2, 2024
July 27, 2024 - August 9, 2024	August 16, 2024 (Final Paycheck)

### SUBMITTING TIME SHEETS

API staff utilize weekly time sheets to calculate youth participants' hours worked and wages earned for each pay period. It is the responsibility of the SYEP youth participant and the worksite supervisor to verify that the information submitted on the timesheet is complete and accurate. If a timesheet is not correct or turned in late, this could result in the youth participants not getting paid. Timesheets should:

- Be clear of errors and legible (Blue and Black ink or typed)
- Be completed by the youth and signed by both the youth participant and worksite supervisor
- Be scanned and emailed to SYEP@actionpathways.ngo every Thursday by 12 noon

Don't hesitate to contact the help desk at 910-485-6131 for troubleshooting assistance.



## SYEP POLICIES AND PROCEDURES

2024 API SYEP youth participants must comply with the rules and regulations of SYEP and those assigned by the worksite supervisor.

### **All youth participants are expected to adhere to the following guidelines:**

- Know the name and contact information (phone number and email address) of their worksite supervisor
- Know the job site location and assigned work hours
- Report to work on time in proper dress attire for the work environment
- Stay actively engaged in assigned tasks. If more work is needed, then seek assistance from the worksite supervisor.
- Despite the assigned job task, youth participants should always do their best. If questions arise, please seek help from a reliable source.
- Be respectful and professional, showing a desire to learn and grow. You never know who may be watching and the different opportunities that may result from this summer employment position.

### **ABSENTEEISM**

SYEP youth participants are required to provide advanced notice of anticipated absences. Don't hesitate to contact the Worksite Supervisor through the supervisor's suggested form of communication (call, email, or text) to inform them of the anticipated absence.

- If the SYEP youth participant has an emergency, they must follow the proper protocol set by their respective worksite supervisor.
- If the SYEP youth participant must leave their worksite before the end of their work shift, they must notify the worksite supervisor and API staff.
- Failure to follow the absenteeism protocol may result in an unsatisfactory work performance notification, which precedes disciplinary action.

### **TARDINESS**

All SYEP youth participants are expected to arrive on time, in proper work attire, and ready to work each day. Youth participants must ensure that they return from all breaks on time. Call your worksite supervisor BEFORE your designated work shift if you may be late. Please follow the protocols provided by your worksite supervisor if they are unavailable.

## SYEP POLICIES AND PROCEDURES (CONTINUED)

### LUNCH BREAKS

SYEP youth participants must take at least one (1) 30-minute unpaid lunch break when working over five (5) hours for a shift. The worksite supervisor is responsible for coordinating a lunch break policy for their respective worksite. The Worksite Supervisor should communicate this policy to each SYEP youth participant during their job site orientation on the first day of work.

***Example: If the SYEP youth participant works from 8:00 am until 1:30 pm, they must receive a lunch break. They would have recorded working five (5) hours on their timesheet. Lunch breaks should not be within one-half hour of the end of their shift.***

### INCLEMENT WEATHER (IF APPLICABLE TO JOB RESPONSIBILITIES)

In inclement weather, the worksite supervisor must assign secondary job duties listed on the youth participant's job description. Contact your worksite supervisor in the event of any inclement weather notices.

Severe inclement weather conditions may result in flooding, icing, high wind conditions, or blockages of highways that disrupt or prevent normal transit operations. Examples of severe inclement weather include snow and ice storms, hurricanes, heavy rains, and tornadoes.

### CONDUCT AND DISMISSAL PROCEDURES

API's policy is to establish a system of progressive discipline to address the behavior of youth participants who engage in misconduct or fail to meet performance expectations.

The worksite supervisor should notify the case manager immediately of any misconduct. If it is determined that disciplinary action is necessary, the worksite supervisor should first discuss any concerns with the youth and their API case manager. The worksite supervisor must document performance issues, poor behaviors, and resulting actions on the Performance Evaluation Form. The youth may adjust and improve performance with counseling before any further disciplinary actions are taken. If further action is required, the worksite supervisor should contact the API case manager to collaborate on the appropriate corrective action.

The case manager will confer with their worksite supervisor whenever disciplinary action is being considered. SYEP staff and the worksite supervisor will work together to determine the necessary measures.

## SYEP POLICIES AND PROCEDURES (CONTINUED)

### DISCIPLINARY ACTIONS (CONTINUED)

**Disciplinary actions may consist of any of the following:**

- Fact-finding
- Verbal warning
- Issuance of a poor performance notification to the youth participant. This notification will outline the problem(s), recommend positive action steps to resolve the problem(s), and establish a time frame for corrective action to take place
- Suspension without pay
- Dismissal of youth participant from the Summer Employment Program

### Reason for Dismissal or Disciplinary Action

**The following is a non-exhaustive list of reasons that may result in dismissal or disciplinary action:**

#### Performance

- Failure to perform assigned duties correctly, competently, or at an adequate level of production
- Violating safety procedures
- Absence without leave (AWOL)
- Insubordination
- Recurring tardiness
- Theft
- Sleeping on the job
- Using offensive, abusive, threatening, or profane language
- Falsification of records or reports (this includes timesheets)

Violations of **Policies such as:**

- Code of Ethics
- Substance Abuse
- Sexual Harassment

**SYEP staff will make the final disciplinary decisions. Any of the above actions could result in dismissal from the SYEP.**

## SYEP POLICIES AND PROCEDURES (CONTINUED)

### INCIDENT AND ACCIDENT REPORTS

Incidents and accidents are handled according to the API and private business protocols. The SYEP youth participant must immediately notify their worksite supervisor of any injury, explaining the nature of the injury and detailing how and when it occurred.

All worksite supervisors must follow their department's and organization's proper guidelines for handling incident and accident reports. Please be sure to advise and provide SYEP staff with all documentation promptly.

Please note:

If an injury happens that impacts a youth participant's ability to perform their job duties, they must see the API Human Resource Department and worksite supervisor and complete an accident report form.

### HARRASSMENT AND HOSTILE WORK ENVIRONMENT

SYEP expects that neither youth participants nor staff shall conduct themselves in a manner definable as harassment. Matters of harassment shall be viewed as significant by Action Pathways, Inc. and shall be seriously reviewed. (See pages 18-22)

### FAIR LABOR STANDARDS ACT-CHILD LABOR

The Fair Labor Standards Act (FLSA) establishes youth employment standards affecting private and federal, state, and local government employees. The FLSA requires employers to pay covered non-exempt employees at least the federal minimum wage and overtime pay for all hours over 40 in a workweek. The employer must pay covered employees for all hours worked in a workweek. In general, compensable hours worked include all time an employee is on duty or at a prescribed workplace —overtime after 40 hours per week = 1 ½ times an employee's regular pay rate.

The FLSA also regulates the employment of youth. Youth between ages 15 and 17 can do any job that is not hazardous.

### DIVERSITY AND INCLUSION

API strives to ensure that employees and applicants are provided equal employment opportunities and recognizes the importance of creating a diverse workforce that can identify, develop, and provide needed services for our multifaceted citizenry.



## ASPIRE CASE MANAGER SESSIONS

API case managers will meet one-on-one and in small group sessions with the respective job coach three to five times throughout the SYEP. The sessions will occur virtually or in person at the youth's job site. The purpose of these site visits will be to see firsthand the type of work the SYEP youth participant is doing, receive information regarding their work experience and performance, and assist youth participants in creating and achieving their goals.

## PROGRAM EVALUATIONS

During the 8-week program, worksite supervisors will evaluate the youth participant's job performance and skill level. Case managers will send performance feedback to all worksite supervisors for each SYEP youth participant two times during the 8-week program.

### Reasons to conduct program evaluations:

- **Find out "what works" and "what does not work," and make changes to the program based on the analyzed data.**
- **To effectively portray the impact of SYEP on the community, partners, and funders**
- **Improve the processes and efficiency of services provided by SYEP staff.**
- **Building knowledge within the program that provides successful and effective strategies for future programs**



## PROGRAM SCHEDULE

Type of Evaluation	Completion Date
Case Manager Sessions	June 24-25; July 8-9, 2024 July 22-23, 2024
Performance Feedback	July 1, 2024; & July 22, 2024
Worksite Supervisor Program Evaluation	July 29, 2024
Youth Program Evaluation	August 1, 2024

## RECOGNITION CEREMONY

The ASPIRE staff hosts a recognition event to recognize and celebrate each youth participant's successes and accomplishments in the 2024 Action Pathways ASPIRE Summer Youth Employment Program. This event also recognizes and rewards youth participants who display a high standard of excellence in their performance within the 2024 SYEP.

Agencies and companies are recognized for giving back to the community and committing time to our young people's development. These partners exemplify an exceptional service standard, helping youth through support, mentorship, coaching, and motivation. This commitment provides meaningful summer job experiences that give youth a sense of the real-world workforce. The 2024 SYEP Recognition Ceremony will occur on Friday, August 2, 2024.

The time and location are to be determined.



## GOALS AND ENGAGEMENT

### PROGRAM GOALS

- Provide meaningful real-world work experiences
- Help youth learn professional workplace behaviors
- Foster an environment to improve youth's communication skills, customer service skills, and other soft skills
- Empower youth to enhance decision-making, self-advocacy, and confidence
- Expand career opportunities and support career planning
- Promote healthy financial literacy, including healthy saving habits and the development of financial goals
- To develop supportive relationships with city agencies and private organizations to increase job opportunities

Youth are encouraged to remain actively engaged through the duration of the SYEP. This high level of engagement will result in a more meaningful summer experience.

### ACTIVE ENGAGEMENT Includes:

- Taking initiative
- Asking questions
- Having a willingness to learn
- Being proactive
- Exhibiting flexibility
- Showing responsibility and taking accountability for actions

## FREQUENTLY ASKED QUESTIONS (FAQ)

### **How long will I be working?**

The SYEP runs for eight (8) consecutive weeks. The program begins on June 10, 2024, and ends on August 1, 2024.

### **When will I be able to meet with my supervisor?**

Youth participants will have the opportunity to meet their supervisor during the Orientation & Job Readiness Training.

### **Who is eligible to participate in the SYEP?**

Cumberland and Sampson Counties youth who are between the ages of 15 and 17 by June 7, 2024.

### **Can I work another job while participating in SYEP?**

Youth participants must work at least 20 hours a week, including holidays and weekends, for some job sites. Their respective worksite supervisor determines the work schedule of the youth. It is the responsibility of the youth to communicate any scheduling requests they may have as soon as possible.

### **How much time can I request off?**

Since this is a 8-week program, we are allotting youth up to three (3) consecutive days and five (5) days off. If you need additional time off, be sure to get in touch with your case manager immediately. Extenuating circumstances are considered.

### **Can I work beyond August 1, 2024?**

No

### **Are there any jobs that last beyond the summer?**

Yes, of course! In recent years, several youths have been hired after working eight weeks through SYEP. This employment is not guaranteed. If you are looking for a more permanent part-time job, please let your case manager know, and we will do our best to assist you in your job search.



## WHOM DO I CONTACT FOR MORE INFORMATION

The dates and information of the API's ASPIRE Summer Youth Employment Program are subject to change. For the most up-to-date information about 2024 SYEP, don't hesitate to get in touch with us below:

Action Pathways, Inc. Aspire Program Office  
Summer Youth Employment Program  
4525 Campground Road  
Fayetteville, NC 28304  
910-485-6131 (Office)  
syep@actionpathways.ngo

## AGREEMENT

I \_\_\_\_\_, as an Action Pathways, Inc. Summer Youth Employment Program participant, do hereby acknowledge that I have received the Summer Youth Employment Program Handbook.

As a condition of my participation in this program, I have read and understood the requirements explained in the Summer Youth Employment Program Handbook.

\_\_\_\_\_  
Youth Participant Name (Printed)

\_\_\_\_\_  
Youth Participant Signature

## API Harassment & Discrimination Policy

Section: Work Conduct  
Policy: Harassment & Discrimination  
Policy #: 704  
Revised: 03/17  
Effective: 03/17

### Sexual Harassment and Discrimination Policy

Action Pathways is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Action Pathways does not tolerate harassment of our job applicants, contractors, employees by another employee, supervisor, vendor, customer or third party. Any form of harassment on the basis of race, religious creed, color, age, sex, national origin, ancestry, citizenship status, religion, marital status, disability, military service or veteran status, genetic information, medical condition including medical characteristics, or any other classification protected by applicable federal, state, and local laws and ordinances is prohibited and will be treated as a disciplinary matter.

Employees who experience or witness sexual or other unlawful harassment or discrimination at work should report it immediately to the supervisor, manager or other management level employee. Employees may raise concerns and make reports without fear of reprisal, retaliation or punishment.

Harassment as defined in this policy is unwelcome verbal, visual or physical conduct based on an individual's protected characteristic, creating an intimidating, offensive, or hostile work environment that interferes with work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays, or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual or group because of any protected characteristic. Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a professional and respectful manner.

Sexual harassment is also strictly prohibited under this policy. Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. It occurs in a variety of situations that share a common element: the inappropriate introduction of sexual activities or comments into the work environment. Sexual harassment often involves relationships of unequal power and contains elements of coercion, such as when compliance with requests for sexual favors becomes a criterion for granting employment related benefits. Sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behavior have a harmful effect on a person's ability to perform the job duties to the best of their ability.

It is the belief of Action Pathways, Inc. that employees are the primary means by which the goals and objectives of this agency will be met. To that end, the rights of all employees must be respected. All employees of Action Pathways, Inc. must understand the agency's position on sexual harassment, as well as other forms of harassment or discrimination.

By definition, sexual harassment is any unwanted attention or action of a sexual nature by someone in the work place that creates an intimidating, hostile, or offensive work environment.

It will also be considered sexual harassment to harass an employee because of that employee's gender, even if the harassment is nonsexual.

It is the responsibility of each employee of Action Pathways, Inc. to conduct him or herself in a manner that contributes to maintaining a work environment free of sexual or other harassment or discrimination.

## API Harassment & Discrimination Policy (CONTINUED)

The policy and procedures outlined here are a concerted effort to protect employees from harassment as defined by law and to rid Action Pathways, Inc. of such inappropriate conduct. The Sexual Harassment and Discrimination Policy applies to all Action Pathways, Inc. employees.

### Policy

It is the policy of Action Pathways, Inc. to promote a workplace that is free of sexual and other forms of harassment. This policy prohibits discrimination of any form. Harassment or discrimination of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by this organization. This includes Action Pathways functions, travel and other work-related activities. Further, any retaliation against individuals filing a complaint of harassment or for cooperating in an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

To achieve the goal of providing a workplace free from sexual or other harassment and discrimination, the conduct that is described in this policy will not be tolerated. Procedures for handling such inappropriate conduct are described herein.

### Definition

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as: “Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made a condition of employment or creates an intimidating, hostile, or offensive working environment.”

The EEOC’s guidelines define 2 types of sexual harassment.

“Quid pro quo” sexual harassment is defined as “something for something”. Essentially this type of sexual harassment involves making conditions of employment (hiring, promotion, retention, etc.) contingent on the victim providing sexual favors. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute this type of sexual harassment under the following conditions.

- Submission to such conduct is made (either explicitly or implicitly) a term or condition of an individual’s employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

“Hostile working environment” is created when sexually harassing conduct has the “purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment”. The conduct complained of is severe and pervasive enough to create an environment that a reasonable person would find hostile or abusive.

- Factors that determine whether or not an environment is hostile include:
- The conduct was verbal, physical or both
- Repetition was frequent
- The conduct was hostile or patently offensive
- A relationship existed between the alleged harasser to the alleged victim, such as supervisor, co-worker, client, etc.
- Others participated in perpetuating the harassment
- The harassment was directed at more than 1 person.

## API Harassment & Discrimination Policy (CONTINUED)

Harassment is considered hostile if it is sufficiently severe or pervasive to alter conditions of the person's employment or working environment. Conduct, even of a sexual nature, is not actionable unless it is directed at an employee because of his or her sex.

Sexual conduct becomes unlawful only when it is unwelcome.

- The alleged victim did not solicit or incite the conduct, and
- The alleged victim regarded the conduct as undesirable or offensive

### Examples

The legal definition of sexual harassment is broad. Other sexually oriented conduct, whether it is intended or not, may also constitute sexual harassment if it is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating or humiliating to either male or female workers.

While it is not possible to list all circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness.

- Unwelcome sexual advances, whether they involve physical touching or not.
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body, and comment about an individual's sexual activity, deficiencies, or prowess.
- Displaying sexually suggestive objects, pictures, cartoons.
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments.
- Inquiries into one's sexual experiences.
- Discussion of one's sexual activities.

Employees should not do or say anything at work that they would not do or say with their mother present.

### Discrimination

Action Pathways, Inc. is committed to maintaining a work environment in which all individuals are treated with respect and dignity. All employees have the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices. Action Pathways will not tolerate unlawful discrimination by anyone, including any supervisor, co-worker or third party.

Discrimination is a form of misconduct. Discipline will be enforced against individuals engaging in discriminatory conduct and against supervisory and managerial personnel who knowingly allow such behavior to occur. Action Pathways does not engage in any unlawful employment discrimination practices. Unlawful practices are defined as:

- Failure or refusal to hire, or to discharge any individual based on race, color, religion, sex, sexual orientation, disability, age, national origin, marital, military or union status, pregnancy, family responsibilities or any other characteristic protected by law or
- Discriminating against any individual with respect to compensation, terms, conditions or privileges of employment based on any of the above.

## API Harassment & Discrimination Policy (CONTINUED)

- Limiting, segregating, or classifying employees or applicants for employment in any way that would deprive an individual of employment opportunities or otherwise adversely affect his or her status as an employee because of the above characteristics.

Hiring, compensation, promotion, or any other employment decision is not based on an individual's personal characteristics. All employment decisions are based on specific job-related performance standards essential for the job. Many of these standards can be measured objectively, including attendance.

### Complaints

An employee who believes he or she has been a victim of sexual or other types of harassment, including discrimination, is encouraged to report the incident or working conditions as soon as possible after the alleged harassment occurs.

Prompt reporting is encouraged to accelerate management's ability to investigate and act on reports quickly. Employees may bring complaints to the attention of any or all of the following:

- The alleged harasser. When reporting or giving notice to the alleged harasser, the employee should clearly request that the action stop immediately.
- The immediate supervisor or the first level of management who is not directly involved in the alleged harassment
- The Human Resources Department
- Any senior management level employee
- reporting@actionpathways.ngo or hr@actionpathways.ngo

Under no circumstances is the complaining employee required to report a harassment or discrimination complaint to the individual responsible for such practices.

It is the responsibility of the employee to cooperate with management, the Human Resources Department or the responsible management official in all efforts to investigate and verify such reports.

### Management's Responsibility

Supervisors, administrative or management personnel must be prepared to help employees understand the policy and to develop options available for resolution in instances of workplace harassment. Supervisors set the tone for the work unit. Sexual harassment is generally based on repeated behaviors, not one mistake. Supervisors should be pro-active and not wait for complaints to be filed. Observed behavior that seems inappropriate should be addressed immediately.

### Investigations

Complaints alleging sexual harassment will be promptly investigated in a fair and expeditious manner. Refer to the Management Rationale Manual for additional information. Confidentiality must be maintained to the extent practical under the circumstances. Dissemination of confidential information will be limited to persons with a need to know to participate in the investigation or to implement corrective action. If discipline is anticipated, it may be necessary to disclose the name of the complainant to the alleged harasser.

If it is determined that inappropriate conduct has occurred, Action Pathways will act promptly to eliminate the offending conduct and impose disciplinary action when appropriate.

## API Harassment & Discrimination Policy (CONTINUED)

### Disciplinary Action

If it is determined that inappropriate conduct has been committed by an employee in violation of this policy, Action Pathways will take such action as is appropriate under the circumstances. Previous relevant findings involving concerned parties will be taken into consideration to determine disciplinary or corrective action. The complainant may also be asked what solutions would be acceptable to him or her. Disciplinary action may range from counseling for the harasser, to an apology from the harasser, verbal or written reprimand, suspension, or termination from employment for the harasser.

### Retaliation

After a complaint is filed or an investigation is in progress or has been completed, anyone determine to have exhibited retaliatory conduct will be subject to discipline, up to and including discharge.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and will not be tolerated.



End Of Handbook

**THANK  
YOU!**

**API Mission**

Providing pathways to economic security through advocacy, community services, and empowerment.

**API Vision**

A community with equitable access to opportunities where all can thrive.

ASPIRE