



TRUST Incorporated
Nondiscrimination & Anti-Harassment Policy – 12/01/2022

ENGLISH: TRUST Incorporated does not discriminate on the basis of race, color, national origin, sex, age, or disability

SPANISH: TRUST Incorporated no discrimina por motivos de raza, color, origen nacional, sexo, edad o discapacidad.

HMONG: TRUST Incorporated tsis ciav-cais leejtwg vim nws hom neeg, nqaij tawv, lub tebchaws tuaj, poj niam txiv neej, hnuv nyoog, lossis kev tsis taus

Objective

TRUST Incorporated is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, TRUST Incorporated expects that all relationships among persons in the office will be business-like and free of explicit bias, prejudice and harassment.

TRUST Incorporated has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. TRUST Incorporated will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

- TRUST Incorporated does not discriminate on the basis of race, color, national origin, sex, age, or disability
- TRUST Incorporated provides appropriate accommodations for people with disabilities in a timely manner and free of charge, when they are needed to perform services. Appropriate accommodations include assistive devices and services, interpreters and information in alternate formats
- TRUST Incorporated provides timely language assistance services for people with limited English proficiency (LEP) free of charge, when they are needed to perform services. Language assistance services include translated documents and oral language interpretation.
- Employees needing accommodations or language assistance services from TRUST Inc can contact their supervisor or the Executive Director.
- A complaint about any of the items covered in the nondiscrimination notice can be addressed to the TRUST Incorporated Executive Director or by filing a complaint with

Office for Civil Rights (OCR)

E-mail Address civilrights@minneapolisismn.gov

Phone: **612-673-3012**

Fax: **612-673-2599**

TTY: **612-673-2157**

Address

350 S. 5th St., Room 239
Minneapolis, MN 55415

In compliance with state of MN requirements, Below are taglines in at least the top 15 languages spoken by people with LEP in the MN, indicating that **“language assistance services are free of charge including in Minnesota.”**

1 **Spanish** “Los servicios de asistencia lingüística son gratuitos, incluso en Minnesota”.

2 **Hmong** "Kev pabcuam lus yog dawb xwb suav nrog hauv Minnesota."

3 **Vietnamese** "Dịch vụ ngôn ngữ miễn phí kể cả Minnesota."

4 **Cushite** "Huduma za lugha ni bure ikiwa ni pamoja na Minnesota."

5 **Chinese** “语言服务是免费的，包括明尼苏达州。”

“Yǔyán fúwù shì miǎnfèi de, bāokuò míngní sūdá zhōu.”

6 **Russian** «Лингвистические услуги бесплатны, включая Миннесоту».

«Lingvisticheskiye uslugi besplatny, vklyuchaya Minnesotu».

7 **Laotian** "ການບໍລິການພາສາແມ່ນບໍ່ເສຍຄ່າລວມທັງ Minnesota."

kanbolikan phasa aemnbo siakhaluamthang Minnesota

8 **Amharic**

"ሞንሶታ ጭምር የቋንቋ አገልግሎቶች ነፃ ናቸው።"

"mīnīsota ch'emiro yek'wanik'wa āgeligilotochi nets'a nachewi."

9 **Karen** "मिनेसोटा सहित भाषा सेवाहरू निःशुल्क छन्।"

"Minēsōṭā sahita bhāṣā sēvāharū niḥśulka chan."

10 **German** "Sprachdienste sind kostenlos, einschließlich Minnesota."

11 **Cambodian (Khmer)** "សេវាកម្មភាសាគឺឥតគិតថ្លៃ រួមទាំងរដ្ឋមីនីសូតា។"

"sevakamm pheasaea ku itkitathlai ruom teang rodth mini sau ta ."

12 **Arabic**

"خدمات اللغة مجانية بما في ذلك ولاية مينيسوتا"

"khadamat allughat majaaniat bima fi dhalik wilayat minisuta."

13 **French** "Les services linguistiques sont gratuits, y compris le Minnesota."

14 **Korean** "미네소타를 포함한 언어 서비스는 무료입니다."

"minesotaleul pohamhan eon-eo seobiseuneun mulyoibnida."

15 **Tagalog (Filipino)** "Ang mga serbisyo sa wika ay libre kasama ang Minnesota."

For all small publications or communications for TRUST Incorporated, such as postcards or tri-fold brochures, the nondiscrimination statement may contain no less than the following information:

TRUST Incorporated does not discriminate on the basis of race, color, national origin, sex, age, or disability and taglines in at least the top two languages spoken by people with LEP in the state in which you operate indicating that language assistance services are free of charge

Any employee who has questions or concerns about these policies should talk with the Executive Director or a member of the Executive Officer committee and can be reached at 612-827-6159.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of TRUST Incorporated prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Equal employment opportunity

It is the policy of TRUST Incorporated to ensure equal employment opportunity without discrimination or harassment on the basis of race (including hairstyle/texture), color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. TRUST Incorporated prohibits any such discrimination or harassment.

Retaliation

TRUST Incorporated encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of [TRUST Incorporated to promptly and thoroughly investigate such reports. TRUST Incorporated prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Sexual harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or

obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to TRUST Incorporated (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Reporting an Incident of Harassment, Discrimination or Retaliation

TRUST Incorporated encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, any member of the personnel practices committee, human resources or any ombudsman. See the complaint procedure described below.

In addition, TRUST Inc encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. TRUST Incorporated recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, Executive Director, or any member of the Executive Officers committee or any ombudsman.

TRUST Incorporated encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

TRUST Incorporated will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

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, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as TRUST Incorporated believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to TRUST Incorporated executive director or the chief operating officer.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

