**Discrimination and Harassment Policy**

**Full List of Appropriate & Inappropriate Behaviors**

Your attendance at any Xavier Mission event, or your participation in any aspect of the services provided by Xavier Mission as an Employee, Applicant, Volunteer, Intern, Board Member, Donor, Guest, Client, Consultant, or Vendor means that you agree to this community code of acceptable/prohibited behaviors and our code of conduct policy which includes our sexual harassment policy.

Xavier Mission reserves the right to add to or amend these prohibited behaviors without advanced notice. As required by federal, state, and local law in addition to our own best practice policies, all current policies will be posted to our website at xaviermission.org.

**WELCOME TABLE/CLOTHING ROOM/FOOD PANTRY**

In all space utilized for the Welcome Table/Clothing Room/Food Pantry and surrounding areas:

**Between Staff/Volunteers and Guests**

Appropriate:

* Side hugs (with consent)
* One-armed off-center hugs (with consent)
* Arms around shoulders (with consent)
* Pats on the shoulder or back
* Handshakes
* High-fives and hand slapping
* Touching hands, shoulders, and arms

Inappropriate:

* Full-frontal hugs
* Kisses
* Showing affection in isolated areas
* Lap-sitting
* Wrestling
* Piggyback rides
* Tickling
* Holding hands
* Any type of massage *(except for chiropractic work being done by the chiropractor volunteers)*
* Any form of affection that is unwanted
* Comments relating to physique or body development
* Touching bottom, chest or genital area
* Sexual contact of any kind
* Discussion about sex and sexuality
* Casual conversation involving participants in the personal problems or issues of employees and volunteers
* Sharing of personal contact information including email addresses, phone numbers, social media contacts, and home addresses
* Giving or lending money
* Aggressive or abusive behaviors such as shouting or personal insults
* Spreading malicious rumors or gossip or insulting someone or a group of individuals.
* All viewing of pornography, racist, or sexually suggestive or otherwise offensive materials or pictures, or discussion of such materials
* Exposure of personal body parts including, but not limited to, genitals in a sexual or non-sexual way

**Between Guests**

Appropriate:

* Side hugs (with consent)
* One-armed off-center hugs (with consent)
* Arms around shoulders (with consent)
* Full-frontal hugs (with consent)
* Pats on the shoulder or back
* Handshakes
* High-fives and hand slapping
* Touching hands, shoulders, and arms
* Casual conversation including one another’s personal problems or issues
* Discussion about sex and sexuality (with mutual consent)
* Sharing of personal contact information including email addresses, phone numbers, social media contacts, and home addresses
* Giving or lending money

Inappropriate:

* Kisses
* Showing affection in isolated areas
* Lap-sitting
* Wrestling
* Piggyback rides
* Tickling
* Holding hands
* Any type of massage
* Any form of affection that is unwanted
* Comments relating to physique or body development
* Touching bottom, chest or genital area
* Sexual contact of any kind
* All viewing of pornography, racist, or sexually suggestive or otherwise offensive materials or pictures, or discussion of such materials
* Exposure of personal body parts including, but not limited to, genitals in a sexual or non-sexual way
* Aggressive or abusive behaviors such as shouting or personal insults
* Spreading malicious rumors or gossip or insulting someone or a group of individuals

**SHELTER**

In all space utilized for the shelter and its surrounding areas:

**Between Staff/Volunteers and Guests**

Appropriate:

* Side hugs (with consent)
* One-armed off-center hugs (with consent)
* Arms around shoulders (with consent)
* Pats on the shoulder or back
* Handshakes
* High-fives and hand slapping
* Touching hands, shoulders, and arms

Inappropriate:

* Full-frontal hugs
* Kisses
* Showing affection in isolated areas
* Lap-sitting
* Wrestling
* Piggyback rides
* Tickling
* Holding hands
* Any type of massage
* Any form of affection that is unwanted
* Comments relating to physique or body development
* Touching bottom, chest or genital area
* Sexual contact of any kind
* Discussion about sex and sexuality
* Casual conversation involving participants in the personal problems or issues of employees and volunteers
* Sharing of personal contact information including email addresses, phone numbers, social media contacts, and home addresses
* Giving or lending money
* Aggressive or abusive behaviors such as shouting or personal insults
* Spreading malicious rumors or gossip or insulting someone or a group of individuals.
* All viewing of pornography, racist, or sexually suggestive or otherwise offensive materials or pictures, or discussion of such materials
* Exposure of personal body parts including, but not limited to, genitals in a sexual or non-sexual way

**Between Guests**

Appropriate:

* Side hugs (with consent)
* One-armed off-center hugs (with consent)
* Arms around shoulders (with consent)
* Full-frontal hugs (with consent)
* Pats on the shoulder or back
* Handshakes
* High-fives and hand slapping
* Touching hands, shoulders, and arms
* Casual conversation including one another’s personal problems or issues
* Discussion about sex and sexuality (with mutual consent)
* Sharing of personal contact information including email addresses, phone numbers, social media contacts, and home addresses
* Giving or lending money

Inappropriate:

* Kisses
* Showing affection in isolated areas
* Lap-sitting
* Wrestling
* Piggyback rides
* Tickling
* Holding hands
* Any type of massage
* Any form of affection that is unwanted
* Comments relating to physique or body development
* Touching bottom, chest or genital area
* Sexual contact of any kind
* Aggressive or abusive behaviors such as shouting or personal insults
* Spreading malicious rumors or gossip or insulting someone or a group of individuals
* All viewing of pornography, racist, or sexually suggestive or otherwise offensive materials or pictures, or discussion of such materials
* Exposure of personal body parts including, but not limited to, genitals in a sexual or non-sexual way

**LIFE SKILLS EMPOWERMENT PROGRAMS (LSEP)**

In all space utilized for LSEP and its surrounding areas:

**Between Staff/Social Work Interns/Mentors/Workshop Presenters and Adults (Each Other and Participants)**

Appropriate:

* Side hugs
* One-armed off-center hugs
* Pats on the shoulder or back
* Handshakes
* High-fives and hand slapping
* Touching hands, shoulders, and arms
* Holding hands (in the context of prayer or reflection)
* Positive Reinforcement/Encouragement about goals (including weight loss)
* Discussion about sex and sexuality in the context of the therapeutic relationship
* Sharing of work contact information including email addresses, phone numbers, social media contacts, and work addresses (when the staff member’s or volunteer’s work is directly related to service provision to benefit the guest)

Inappropriate:

* Full-frontal hugs *(except for graduation)*
* Arms around shoulders
* Kisses
* Showing affection in isolated areas
* Lap-sitting
* Wrestling
* Piggyback rides
* Tickling
* Any type of massage
* Any form of affection that is unwanted
* Compliments relating to physique or body development outside the context of goals
* Touching bottom, chest or genital area
* Sexual contact of any kind
* Discussion about sex and sexuality outside of the context of the therapeutic relationship
* Casual conversation involving participants in the personal problems or issues of employees and volunteers
* Sharing of personal contact information including email addresses, phone numbers, social media contacts, and home addresses
* Sharing of work contact information including email addresses, phone numbers, social media contacts, and work addresses (when the volunteer’s work is not related to service provision to benefit the guest)
* Giving or lending money
* Aggressive or abusive behaviors such as shouting or personal insults
* Spreading malicious rumors or gossip or insulting someone or a group of individuals.
* All viewing of pornography, racist, or sexually suggestive or otherwise offensive materials or pictures, or discussion of such materials
* Exposure of personal body parts including, but not limited to, genitals in a sexual or non-sexual way

**Participant to Participant:**

Appropriate:

* Side hugs
* One-armed off-center hugs
* Full-frontal hugs
* Pats on the shoulder or back
* Handshakes
* High-fives and hand slapping
* Touching hands, shoulders, and arms
* Holding hands (in the context of prayer or reflection)
* Positive Reinforcement/Encouragement about goals (including weight loss)
* Casual conversation including one another’s personal problems or issues
* Discussion about sex and sexuality in the context of the therapeutic relationship
* Sharing of personal contact information including email addresses, phone numbers, social media contacts, and home addresses

Inappropriate:

* Arms around shoulders *(except for graduation, with consent)*
* Kisses
* Showing affection in isolated areas
* Lap-sitting
* Wrestling
* Piggyback rides
* Tickling
* Any type of massage
* Any form of affection that is unwanted
* Compliments relating to physique or body development outside the context of goals
* Touching bottom, chest or genital area
* Sexual contact of any kind
* Giving or lending money
* Discussion about sex and sexuality outside of the context of the therapeutic relationship
* Aggressive or abusive behaviors such as shouting or personal insults
* Spreading malicious rumors or gossip or insulting someone or a group of individuals.
* All viewing of pornography, racist, or sexually suggestive or otherwise offensive materials or pictures, or discussion of such materials
* Exposure of personal body parts including, but not limited to, genitals in a sexual or non-sexual way

**FINANCIAL ASSISTANCE PROGRAM**

In all space utilized for the FAP and its surrounding areas:

**Between Staff/Volunteers and Guests**

Appropriate:

* Side hugs (with consent)
* One-armed off-center hugs (with consent)
* Arms around shoulders (with consent)
* Pats on the shoulder or back
* Handshakes
* High-fives and hand slapping
* Touching hands, shoulders, and arms

Inappropriate:

* Full-frontal hugs
* Kisses
* Showing affection in isolated areas
* Lap-sitting
* Wrestling
* Piggyback rides
* Tickling
* Holding hands
* Any type of massage
* Any form of affection that is unwanted
* Comments relating to physique or body development
* Touching bottom, chest or genital area
* Sexual contact of any kind
* Discussion about sex and sexuality
* Casual conversation involving participants in the personal problems or issues of employees and volunteers
* Sharing of personal contact information including email addresses, phone numbers, social media contacts, and home addresses
* Giving or lending money
* Aggressive or abusive behaviors such as shouting or personal insults
* Spreading malicious rumors or gossip or insulting someone or a group of individuals.
* All viewing of pornography, racist, or sexually suggestive or otherwise offensive materials or pictures, or discussion of such materials
* Exposure of personal body parts including, but not limited to, genitals in a sexual or non-sexual way

**SOCIAL EVENTS which are intended primarily for Board Members, Volunteers, Employees, Donors and Sponsors where recipients of or applicants for Xavier Mission services attend**

In all space utilized for the social event and its surrounding areas:

**Between Staff/Volunteers/Board Members/Donors/Sponsors and Mission Guests**

Appropriate:

* Handshakes
* High-fives and hand slapping
* Side hugs (with consent)
* One-armed off-center hugs (with consent)
* Arms around shoulders (with consent)
* Pats on the shoulder or back
* Touching hands, shoulders, and arms

Inappropriate:

* Full-frontal hugs
* Kisses
* Showing affection in isolated areas
* Lap-sitting
* Wrestling
* Piggyback rides
* Tickling
* Holding hands
* Any type of massage
* Any form of affection that is unwanted
* Comments relating to physique or body development
* Touching bottom, chest or genital area
* Sexual contact of any kind
* Discussion about sex and sexuality
* Casual conversation involving participants in the personal problems or issues of employees and volunteers
* Sharing of personal contact information including email addresses, phone numbers, social media contacts, and home addresses
* Sharing of work contact information including email addresses, phone numbers, social media contacts, and work addresses (except for Xavier Mission employees)
* Giving or lending money
* Aggressive or abusive behaviors such as shouting or personal insults
* Spreading malicious rumors or gossip or insulting someone or a group of individuals.
* All viewing of pornography, racist, or sexually suggestive or otherwise offensive materials or pictures, or discussion of such materials
* Exposure of personal body parts including, but not limited to, genitals in a sexual or non-sexual way