



Title	Rights and Dignity of Campers and Staff		
Department	Post Adoption Services (PAS)		
ACA #	CR.1	Last Reviewed	April 2025
Owner	Elliot Bliss	Owner Title	Adoptee Programs Manager
Executive Owner	Amy Trotter	Executive Owner Title	Director of Post Adoption Services
Scope	Holt Adoptee Camp		

Policy:

Holt Camp is committed to providing and upholding the rights and dignity for all individuals, no matter of any physical, intellectual, or emotional abilities, culture, race, gender, gender identity, religion, age, veteran status, marital status, sexual orientation, economic status, or any other classification of identity protected by federal, state, and/or local laws. This applies to all staff, volunteers, campers, and to any persons that have contact with Holt Camp. Further explanation can be found in HR-33 within Holt International’s policy handbook (Attachment A).

All camp staff, volunteers, and leadership members are responsible for maintaining a safe and inclusive environment among themselves, campers, and within the camp environment. Holt Camp will conduct trainings prior to each camp season regarding the rights and dignity that each staff person has, as well as their responsibility to conduct themselves so that campers and those interacting with Holt Camp feel safe.

All ACA Core Policies are publicly available on the Holt Camp webpage, found at www.holtinternational.org/camp

Accreditation Reference:

- American Camp Association (ACA) CR.1

HUMAN RESOURCES POLICY HR-33 NON-DISCRIMINATION/NON-HARASSMENT POLICY

01/01/1998

Origination Date

Holt International is committed to providing a work environment that is free of discrimination, including harassment. Discrimination and harassment based on an individual's race, religion, color, age, sex (including pregnancy), national origin, veteran status, disability, marital status, genetic information, sexual orientation, gender identity or any other classification protected by applicable federal, state or local laws is prohibited and will not be tolerated. The employee prohibition on harassment includes persons served, supervisees, colleagues, or persons with whom an employee has contact as a representative of Holt International.

Harassment includes any unwelcome behavior whether it is sexual harassment or on any other federally or state protected basis such as age, color, disability, ethnic or national origin, marital status or pregnancy. Harassment is the creation of a hostile or intimidating environment in which verbal or physical conduct is likely to interfere with an employee's work. Inappropriate or offensive behavior that has connotations related to race, gender, religion, disability, national origin, sexual orientation and other protected classifications, but that may not meet the standard of "harassment" under this policy, may nevertheless constitute "conduct unbecoming an employee" and will also be subject to corrective action or termination. Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as business meetings, business trips and business-related social events.

Sexual harassment includes verbal or non-verbal harassment of a sexual or offensive nature or with sexual overtones, including sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Such conduct may interfere with an individual's work performance or create a hostile or intimidating work environment.

All leadership staff, supervisors, and other employees are expected to work actively to maintain a workplace that is free from unlawful discrimination and harassment and to conduct themselves in such a way so as to ensure that no discrimination or harassment occurs. In addition, Holt International will conduct training and information meetings regarding sexual harassment, in order to sensitize all employees to sexual harassment issues.

It is important that incidents of sexual or other kinds of harassment be promptly identified and reviewed so that any improper actions may be corrected. The cooperation of all employees will enable Holt International to avoid and eliminate any occurrences of harassment. Any employee who feels that he or she, or another employee, has been subjected to unlawful harassment or discrimination shall take the following steps:

1. Advise the person doing the harassment that the behavior is unwelcome.
2. Report the incident to the Department Vice President as soon as possible. If, for any reason, the employee does not feel comfortable reporting the incident to the Department Vice President, he or she may report the incident to the President. No employee will suffer any retaliation for reporting incidents of harassment or discrimination.

Holt International will take prompt corrective action in response to any harassment or retaliation. Reports of discrimination, harassment or retaliation will be investigated fairly. Holt International will attempt to maintain confidentiality, consistent with the Company's need to conduct an adequate investigation.

Holt International will not tolerate retaliation of any kind against individuals who express concerns about discrimination or harassment in the workplace. No employee will be punished or suffer any adverse employment action for bringing a good faith harassment complaint to Holt International's attention. Employees should keep in mind, however, that allegations of harassment, discrimination and retaliation are potentially very serious, and while such allegations should be reported whenever warranted, they should be made with accuracy and veracity.

Any employee who violates this policy will be subject to disciplinary action, up to and including termination of employment. Any non-employee who violates this policy will be subject to actions up to and including being barred from Holt International property.

Origination Date: January 1, 1998

Revised: December 1, 2001

Revised: December 23, 2013

Revised: April 26, 2019