

Community Building Services (CBS)

1860 S 300 E, Salt Lake City, UT 84115 

801-638-8329 

Buildingcommunity36@gmail.com, communitybuilding@my-cbs.org, 

Information Regarding the CBS's Harassment, Discrimination, and Retaliation Prevention Policies

Your employment with the CBS funded, in whole or in part, by the Federal Government. Based on this funding, the organization is required to inform you about its policies regarding harassment, discrimination, and retaliation.

Employees of the CBS shall not use harassing, libelous, threatening, abusive, foul, or offensive or obscene speech, conduct, cyber bullying, or other similar conduct. Among those things which are considered offensive are any verbal or nonverbal communications which contain sexual implications, racial slurs, gender- specific comments, or any other comments that offensively addresses a person's age, sexual orientation, religious or political beliefs, national origin, or disability.

Any employee who experiences an unwelcome, harassing, or hostile work environment or who has personal knowledge of clearly offensive conduct should address such behavior/conduct through the CBS's processes.

If employee experiences or has personal knowledge of clearly offensive conduct, the employee must inform any of the following individuals: the employee's supervisor, the organization's Board of Directors or Executive Director.

Additionally, the organization does not tolerate retaliation against employees who provide information regarding offensive conduct. If an employee experiences or has personal knowledge of acts of retaliation, the employee must report such retaliation to one of the following individuals: the employee's supervisor, the board of directors.

Acknowledgement of receipt of the above information

Employee's name _____

Employee's signature _____

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Date _____