

UnchainedTV Respect in the Workplace Policy

Overview

UnchainedTV is committed to maintaining a respectful, inclusive, and professional environment—free from discrimination, harassment, bullying, intimidation, retaliation, and other forms of misconduct. This commitment applies to everyone involved with UnchainedTV’s mission, including employees, contractors, volunteers, interns, and board members.

We believe that creating a culture of mutual respect is essential to fulfilling our mission of using media to inform, inspire, and ignite compassion for all beings. Any form of disrespectful or harmful behavior undermines that mission and will not be tolerated.

Scope

This policy applies to all individuals affiliated with UnchainedTV, including but not limited to: Employees and board members, Independent contractors, Interns and volunteers, Podcast guests, Interview subjects, Donors, advisors, consultants, vendors, and others with whom we collaborate. While some of these individuals are external to UnchainedTV, any inappropriate behavior that impacts our community or mission will be addressed with seriousness and care.

Policy Statement

UnchainedTV strictly prohibits all forms of: Discrimination (based on race, gender, sexual orientation, religion, age, ability, national origin, etc.), Harassment (sexual or non-sexual), Bullying and intimidation, Retaliation, Other inappropriate conduct. All work-related decisions—hiring, firing, compensation, promotions, and more—must be made based on merit and organizational needs, never on bias or prejudice.

Definitions

Complainant: The individual making a report of misconduct. Respondent: The individual accused of misconduct. Complaint: A formal or informal report of discrimination, harassment, or other inappropriate conduct.

Unacceptable Conduct

Discrimination: Hostility or unequal treatment based on personal identity or legally protected characteristics.

Bullying & Harassment: Behavior that demeans, threatens, or humiliates others. This includes gaslighting, rumors, insults, and aggressive verbal or physical behavior.

Sexual and Gender-Based Harassment: Includes unwanted touching, sexual advances, lewd comments or gestures, sexual jokes, inappropriate questions or stories, and misgendering.

Other Inappropriate Conduct: Disruptive behavior that disrespects others or harms the mission.

Retaliation: Any adverse treatment directed at someone for reporting misconduct or assisting in a related investigation is strictly prohibited.

Workplace Definition

The Workplace includes any physical or virtual location or platform where UnchainedTV-related work occurs, including Zoom, Slack, email, calls, collaborative platforms, live events, interviews, and travel.

Reporting and Resolution

Designated People: Jane Velez-Mitchell, Board President, and Lindsey Baker, Board Secretary, are designated to receive and address all complaints.

Self-Resolution: If comfortable, a person experiencing misconduct may directly request the behavior stop. This is not required.

Reporting a Complaint: The complainant should contact a Designated Person for support and next steps, which may include investigation.

Formal Investigations: Qualified internal or external parties may conduct investigations. Interim steps may be taken to ensure safety.

Confidentiality and Record-Keeping

Complaints are handled confidentially. Records are kept securely by the Designated People to track patterns and ensure accountability. These records are separate from personnel files and are not used for performance evaluations.

Disciplinary Action

Violations may result in consequences including training, warnings, suspension, or termination. False accusations made in bad faith may also result in disciplinary action. Lack of proof does not automatically invalidate a complaint.

Travel and Accommodations

Independent contractors and volunteers are responsible for making their own travel arrangements and accommodations. UnchainedTV:

- Assumes no responsibility for travel conditions or experiences outside of its direct control
- Disclaims liability for personal behavior or experiences during third-party lodging or travel

All independent contractors and volunteers are strongly advised to:

- Ensure their personal safety and privacy while traveling
- Only agree to shared accommodations where they feel 100% comfortable
- Maintain respectful and professional behavior at all times when representing UnchainedTV or performing UnchainedTV-related tasks

Policy Access and Updates

This policy is distributed at onboarding and reviewed annually. If updated, all relevant individuals must re-acknowledge their understanding. Questions should be directed to a Designated Person.

Acknowledgement

Approved by the UnchainedTV Board of Directors — Jane Velez-Mitchell, Board President;
Lindsey Baker, Board Secretary.