

United Way of Northern Utah Policies and Procedures

Non-Discrimination, Non-Harassment & Non-Retaliation

Statement

The most productive and satisfying work environment is one in which work is accomplished in a spirit of mutual trust and respect. Harassment is a form of discrimination that is offensive, impairs morale, undermines the integrity of employment relationships, and causes serious harm to the productivity, efficiency, and stability of our organization.

All employees have a right to work in an environment free from discrimination and harassing conduct. Discrimination and Harassment of any kind are prohibited under this policy.

Retaliation for making a discrimination or harassment complaint, or participating in any way in a discrimination or harassment investigation is also prohibited under this policy and may result in disciplinary action up to and including termination.

This policy will be issued to all current employees and during the orientation of new employees. All employees will receive yearly training in all areas of harassment.

Definitions

Discrimination: Treating someone differently based on a person's protected class, when such conduct adversely affects the term, condition, or privilege of an individual's employment.

Protected Class: Personal characteristics such as race, color, religion, national origin, sex, sexual orientation, gender identity, age, pregnancy, childbirth or pregnancy-related conditions, marital status, military status, or other bases protected by law.

Hostile Environment Harassment: Verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual 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
- 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, chats, text messages, social networking sites or other means.

Sexual harassment: Defined by 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,
- 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
- 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.

Retaliation: Any form of sanction or adverse action or treatment of an employee because the employee made a discrimination or harassment complaint, or participated in any way in a discrimination or harassment investigation.

Grievance Procedure

Any employee who believes they have been the victims of conduct prohibited by this policy or believes they have witnessed such conduct should promptly discuss their concerns with their immediate supervisor. If the employee believes that the supervisor is the harasser, Human Resources should be notified. If an employee is uncomfortable discussing harassment with their supervisor or Human Resources, they should contact the President/CEO. If the employee is uncomfortable discussing the issue with the President/CEO, they should contact the acting Chair of the Human Resources Committee of the Board of Directors. The name and contact information for the current Chair of the Human Resources Committee can be found in the [All Hands shared Google drive Board List document](#).

Information on your right to file a state harassment complaint is also available from:

Anti-discrimination & Labor Division
Labor Commission of Utah

160 East 300 South, 3rd Floor
P.O. Box 146640
Salt Lake City, Utah 84114-6640
801-530-6801

Upon notification of a harassment complaint, a qualified, independent outside party will conduct a confidential, impartial investigation of the complaint. This investigation may include direct interviews with involved parties and, where necessary, with employees who may be witnesses or have knowledge of matters relating to the complaint. The parties of the complaint will be notified of the findings and their options.

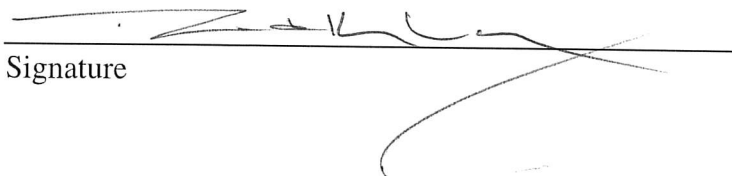
Certified as adopted by the Board of Directors, United Way of Northern Utah, this 16th day of December

Rhett Long
Chair of the Board

I, RHETT LONG acknowledge that I have received the Non-Discrimination, Non-Harassment, and Non-Retaliation Policy of United Way of Northern Utah. I agree to abide by this policy while employed.

Signature

Date



12/16/2022