

ANTI-HARASSMENT POLICY

All United Way of Salt Lake employees have the right to work in an organization free of discrimination, harassing conduct, and unwelcome sexual advances or requests for sexual favors. Verbal, physical, or other communication or conduct by an employee, manager, customer, or supplier which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment, will not be tolerated. All types of harassment, whether based on sex, race, color, religion, age, disability, or other protected classes, are unacceptable work behavior and expressly prohibited. Same-sex and heterosexual harassment are also prohibited.

Examples of Harassment

Harassment may include conduct (both overt and subtle) that demeans another person or shows hostility toward an individual because of a protected characteristic. Examples include, but are not limited to, teasing, unwelcome advances, leers, repeated requests for a date, inappropriate touching, pinching or patting, practical jokes, offensive or lewd remarks, inappropriate personal questions, showing or posting inappropriate pictures or cartoons, and offensive use of the internet, e-mail, voice mail, and other communication systems.

Harassment may exist when:

- Submission to such conduct is made an explicit or implicit term or condition of employment;
- Submission to or rejection of such conduct is used as a basis for an employment decision affecting an individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Reporting Procedures

An employee who believes that he/she has been harassed, or who has questions regarding this policy, is strongly encouraged to immediately contact his/her Supervisor or the Operations Director. Questions and complaints will be investigated promptly and as confidentially as possible under the circumstances. Employees should feel free to raise their concerns or make complaints without fear of retaliation.

Corrective Action

An employee found to have participated in sexual or any other type of harassment will be subject to corrective action up to and including termination.