

## UNITED WAY OF SALT LAKE EQUAL EMPLOYMENT OPPORTUNITY POLICY

A firm belief in the dignity of all people is important to the role and mission of United Way of Salt Lake (UWSL). We affirm this belief in our policies, which guide and direct our employment practices.

### **EQUAL EMPLOYMENT OPPORTUNITY**

United Way of Salt Lake adheres to a policy of Equal Employment Opportunity. It is our desire to be an equal opportunity employer, not only because it is a legal and economic necessity, but also because it makes our organization stronger and more successful in fulfilling its mission.

It is the policy of UWSL that within each of its departments, all department heads, and other members of management, will provide equal employment opportunity and equal treatment to employees and applicants for employment based on individual merit.

Individual merit shall be judged on such factors as qualifications for and interest in the job in question, attendance record, cooperativeness, work habits and behavior, length of service, where appropriate, and the ability to do the job in a satisfactory and dependable manner.

It is our belief and our policy that qualified persons be allowed an opportunity to obtain a job and then to progress in the organization according to performance and individual merit. There shall be no discrimination because of a person's race, color, religion, sex, sexual orientation, gender identity, national origin, age, legally protected disabilities, or veteran status.

Department heads, and other members of management, will exert a good faith effort to provide equal employment opportunity and equal treatment in all decisions affecting recruiting, hiring, job assignments, promotions, transfers, training and educational programs, benefits, discipline, overtime, layoffs and recalls, pay and other forms of compensation, and all other terms, conditions and privileges of employment. Violation of this policy will lead to disciplinary action, up to and including termination of employment.

### **ANTI-HARASSMENT AND ANTI-RETALIATION**

All personnel are reminded that each employee is at all times to be treated courteously by fellow employees, so that he or she is free from discrimination, harassment or interference based on factors such as those mentioned above. Harassment is also defined as unwelcome or unsolicited verbal, physical or sexual conduct which interferes with an employee's job performance or which creates an intimidating, hostile work environment. This may include conduct directed at an employee by non-employees, while performing job duties, while away from the office or during company-sponsored events.

**Examples of what may be considered harassment, depending on the circumstances, are:**

- Questions or comments that unnecessarily infringe on personal privacy or offensive, sexist, off-color or sexual remarks, jokes, slurs, propositions or comments that disparage a person or group on the basis of race, color, age (40 and over), sex, pregnancy, gender, disability, national origin, ethnic background, genetic information (including of a family member), military service, citizenship, or any other characteristic protected by applicable law.
- Derogatory or suggestive posters, cartoons, photographs, calendars, graffiti, drawings, other material, or gestures.
- Inappropriate touching, hitting, pushing, other aggressive physical contact or threats to take such action.
- Unsolicited sexual advances, requests, or demands, explicit or implicit, for sexual favors.

Employees who violate this policy will be subject to discipline, up to and including discharge. United Way of Salt Lake will try to remedy any violations of this policy by anyone else. Anyone who feels that he or she has been subject to discrimination, harassment, retaliation or any violation of this policy should report such incidents to the Operations Director, or, if for some reason a report cannot be made to such person, to any other member of management. All charges of violation of this policy will be investigated promptly and remedied appropriately. The confidentiality of persons reporting violations will be respected insofar as is practicable in conducting an investigation of such claims.

United Way of Salt Lake will not, in any way, retaliate, or allow retaliation, against an individual who makes a complaint, opposes action in violation of this policy, reports a possible violation of this policy or participates in any investigation or proceedings related to any such complaint. Retaliation can take many forms and may include more formal job actions (e.g. termination, discipline, demotion, denial of pay or promotions) and less formal job actions (duty or shift changes, verbal abuse), if either actions materially deter someone from engaging in activity protected by the law, such as making a complaint. Retaliation, including retaliatory harassment, is a serious violation of this policy and should be reported immediately in the same manner in which reports of possible harassment, discrimination or other violations of this policy are to be reported. Any person found to have retaliated against another individual will be subject to discipline, up to and including discharge.

Reviewed and approved by the Governance and Ethics Committee and adopted by the Board of Directors of United Way of Salt Lake, this 11<sup>th</sup> day of April, 2013.



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Mona L. Burton  
Chair, Board of Directors