

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

UWSL provides Equal Employment Opportunities to all team members and applicants for employment. UWSL prohibits discrimination and harassment at any time with regards to race, color, religion, age, sex, national origin, disability status, genetic information, protected veteran status, sexual orientation, gender identity or expression, pregnancy/fertility, or any other characteristic protected by federal, Utah State, or local laws (hereafter Protected Classes).

It is the policy of UWSL that within each of its departments, all senior leaders and members of management will provide equal employment opportunity and equal treatment to team members and applicants for employment. 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. Individual merit shall be judged on such factors as qualification for and interest in the job in question, attendance, cooperativeness, work habits and behavior, length of service, where appropriate, and the ability to do the job in a satisfactory and dependable manner.

Senior leaders and 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 responsible for upholding the highest standard of ethical and professional behavior in the workplace, and in their dealings with the public, partners, volunteers or stakeholders. Harassment or discrimination based on Protected Classes will not be tolerated. Harassment is defined as unwelcome or unsolicited verbal, physical, or sexual conduct including abuse, which interferes with a team member's job performance or which creates an intimidating, hostile work environment. This may include conduct directed at a team member by non-team member, 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:

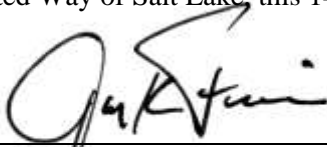
- Questions or comments that unnecessarily infringe on personal privacy or offensive, sexist, off-color or sexual remarks, jokes, slurs, propositions or comments that disparage a person or group on the basis of Protected Classes Derogatory or suggestive posters, cartoons, photographs, calendars, graffiti, drawings, videos, 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.

Team members who violate this policy will be subject to discipline, up to and including discharge. Additionally, UWSL will address any violations of this policy committed by others outside of the organization where observed by UWSL team members. Anyone who feels that they have been subject to discrimination, harassment, retaliation or any violation of this policy should report such incidents to Human Resources, or, if for some reason a report cannot be made to such person, to any other member of management who will follow up on and appropriately investigate the allegations as outlined in this policy. 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.

UWSL 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 14th day of May, 2020.



Jay Francis
Chair, Board of Directors