

Anti-Harassment, Anti-Discrimination, Anti-Sexual Abuse and Misconduct and Retaliation Policy (AAAMR)

United Way of Central Oklahoma has a policy of “zero-tolerance” for unlawful discrimination and harassment of staff (volunteer or paid). In this regard, United Way expressly prohibits any form of unlawful harassment of staff based on age, race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. This includes unlawful harassment of staff by other staff, by our customers, or by visitors. Likewise, we will not tolerate unlawful harassment of our customers or visitors by any staff of United Way. Improper interference with the ability of United Way’s staff to perform their expected job duties is not tolerated.

Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, staff are responsible for respecting the rights of their co-workers, volunteers and visitors. Such conduct by management or staff could result in investigation and corrective action up to, and including, termination of employment as well as criminal prosecution.

What is Harassment?

While it is not easy to define precisely what unlawful harassment is, it includes any physical, verbal, or non-verbal conduct that creates an intimidating, offensive, or hostile environment which interferes with work performance. Such conduct constitutes unlawful harassment when, for example:

- Employment is, or seems to be, conditioned upon submission to the unwelcome conduct; or
- How staff responds to the unwelcome conduct is used as a basis for an employment decision; or
- The conduct interferes with work performance by creating an intimidating, hostile, or offensive work environment.

Harassment does not refer to conduct or occasional comments of a socially acceptable nature. It refers to a pattern of unwelcome behavior, that is both objectively and personally offensive, lowers morale, and therefore interferes with work effectiveness.

The following are some examples of conduct that may be considered harassment. This list is provided as a sample of inappropriate workplace conduct, but is by no means all-inclusive:

- Verbal conduct such as epithets, derogatory jokes or comments, sexual innuendoes, inappropriate language, threats, suggestive or insulting sounds, slurs, or unwanted sexual advances, invitations, or comments; or

- Non-verbal conduct such as derogatory and/or inappropriate cartoons, clothing, drawings, posters, photographs, or gestures; or
- Transmitting sexually suggestive, derogatory, or offensive materials via the United Way's computers (email) or accessing such information on the Internet while at work; or
- Physical conduct such as assault, unwanted physical contact, coerced sexual conduct, touching, patting, pinching, or similar behaviors; or
- Threats and demands to submit to sexual requests as a condition of (a) continued employment, (b) receipt of products or services, (c) employment considerations or benefits, or (d) preferential treatment.

Such behavior is unacceptable in the workplace and other work-related settings such as business trips and social events with co-workers and will not be tolerated. Such conduct by customers or visitors also will not be tolerated.

Concerning sexual harassment, United Way prohibits the following:

- Unwelcome sexual advances; requests for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
 - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
 - Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Preventative Guidelines-Screening and Training

As part of its AAAMR policy, United Way is committed to maintaining a diligent screening program for prospective and existing staff. United Way may utilize a variety of methods of screening and selection, including but not limited to applications, personal interviews, criminal background checks, and personal and professional references. All staff will be trained by the Vice President of Human Resources, or other qualified person, on what constitutes abuse and harassment and how to report it. An annual review of the Policy for all staff will be documented and filed.

The Vice President of Human Resource will conduct an annual analysis of occurrences to determine what changes are needed, if any, to policies to prevent further incidences. If changes to policies are needed, they will be brought to the President and CEO for review and approval. If the President and CEO supports the change they will be taken to the Human Resources Board Committee.

To provide a safe environment for everyone, United Way of Central Oklahoma follows an open-door policy, where interior doors will remain open unless there is a window in the meeting room or unless there are more than two adults in the room.

Reporting Policy

If you experience or observe any job-related harassment based on age, race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, local laws or believe that you have been treated in an unlawful, discriminatory manner, promptly report the incident to either the Vice President of Human Resources, the Chief Operations Officer, the President and CEO or through the confidential email found on the Careers page at the United Way of Central OK website. This email address will send information directly to United Way's Vice President of Human Resources, the Chief Operations Officer and the President and CEO. The Ethics and Diversity Chair will then be notified of the reported allegations. This policy applies to all incidents of alleged harassment, including those which occur off-premises, or off-hours, where the alleged offender is a supervisor, a co-worker, a United Way volunteer, or a United Way Fellow.

The complainant will meet with the Vice President of Human Resources to detail the exact grounds and circumstances they feel were involved in the alleged discriminatory action. The Vice President of Human Resources has the responsibility to investigate or may utilize an outside third party to conduct the investigation.

Confidentiality

. Reports of concern, and investigations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment.

Each staff is expected to fully cooperate in any investigation involving issues relating to the agency's policies, procedures, property, or any other aspect of the agency's business affairs. Failure to cooperate will be grounds for disciplinary action, up to and including termination of employment.

Anti-Retaliation and False Allegations

United Way of Central Oklahoma prohibits retaliation made against any employee, volunteer or other person who lodges a good faith complaint of abuse or misconduct or who participates in any related investigation. Making knowingly false or malicious accusations of abuse or misconduct can have serious consequences for those who are wrongly accused. United Way of Central OK prohibits making false or malicious abuse or misconduct allegations, as well as deliberately

providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment and criminal prosecution.