

NON-DISCRIMINATION POLICY:

Equal Employment Opportunity

United Way will not discriminate against any employee or applicant for employment on the basis of race, creed, color, religion, gender, genetic information, gender identity, age (over 40), national origin, ancestry, physical or mental disability, sexual orientation, veteran status or any characteristic protected by law.

Because United Way promotes and is committed to the principle of equal employment opportunity, all recruiting, hiring and promoting for all job classifications is made in keeping with the Equal Employment Opportunity policy. This also applies to the administration of all personnel actions, such as compensation, benefits, transfer, training opportunities, company sponsored social recreational programs and use of company facilities.

Harassment

United Way is committed to providing a work environment that is free of discrimination or harassment of any kind. The United Way will not tolerate actions, words, jokes, or comments based on an individual's sex, pregnancy, race, ethnic background, age, religion, sexual orientation or any other legally-protected characteristic, if such conduct would be offensive to a reasonable person. Any conduct whether overt or subtle but creates a hostile and offensive work environment is prohibited.

The purpose of this policy is to maintain a working environment free of discrimination and all forms of harassment.

For purposes of this policy, we define sexual harassment to include: (1) making unwelcome sexual advances or requests for sexual favors, or other verbal, physical, or written including but not limited to internet and email, conduct of a sexual nature, a condition of an employee's continued employment, or (2) making submission to or rejection of such conduct a basis for employment decisions affecting the employee, or (3) creating an intimidating, hostile or offensive working environment by such conduct. No manager, supervisor, officer, executive, board member, employee or other individual has the authority to condition an employee's job or job benefits on the exchange of sexual favors.

Any employee who believes they are the victim of harassment or who observes another person subject to such harassment is required to promptly notify his/her immediate supervisor, the Lead Director, Administration, the President/CEO, or the Board Chair. United Way will promptly conduct an investigation. To the extent feasible the investigation will be conducted in a confidential manner and information will be communicated only to those persons who have a need to know. No retaliation against any person who files a complaint or cooperates in an investigation shall be taken. An employee should make a report of retaliation using the procedures outlined in this policy for harassment complaints.

If the employee is not satisfied with the results of the investigation, the employee may request a review of the matter to the Lead Director, Administration or the President/CEO for review by the Executive Committee. The Executive Committee will review the investigation, determine if any follow up investigation is needed, and make a determination as to the conclusions of the investigation. The employee will be advised of the conclusions reached by the Executive Committee.

After appropriate investigation, any employee who is found to have engaged in harassment of another employee or who retaliates against an employee will be subject to appropriate disciplinary action and may be subject to immediate discharge without warning.

Employees are apprised that if they believe they are the victim of harassment, they also have the right under local, state and federal law respectively to file a complaint with the Pennsylvania Human Relations Commission (PHRC) and the Equal Employment Opportunity Commission (EEOC). Such a complaint must be filed with the PHRC within 180 days of the last incident of unlawful harassment, and with the EEOC within 300 days of the last incident of unlawful harassment.