



## Harassment Policy

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|----------------|-----------------|
| Policy Number  | HR 026          |
| Policy Owner   | Human Resources |
| CEO Approval   | 02/01/2011      |
| Effective Date | 03/01/2011      |
| Last Updated   | 03/29/2013      |
| Reference      |                 |

**Purpose:** To ensure that all YMCA of Metropolitan Chicago (Y) employees are protected from harassment.

**Scope:** Association-wide.

**Policy:** It is the policy of the Y that harassment on the basis of protected classification (race, creed, color, religion, sex, national origin, marital status, status with regard to public assistance, disability, age, membership on a local human rights commission and sexual orientation), including sexual harassment, is prohibited.

Such harassment violates the law, creates an offensive working environment, decreases productivity, adversely affects positive working relationships, increases costs to the organization and tarnishes the image of the organization and everybody associated with it.

### Roles & Responsibilities:

1. Implementation – Human Resources must ensure that all staff is aware of this policy.
2. Training – Human Resources must ensure that all staff is trained on this policy.
3. Enforcement – Human Resources is responsible for ensuring compliance with this policy.

### Appendix A: Definitions

### Appendix B: Procedures



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## **Appendix A: Definitions**

### **Definition of Harassment**

No employee of the Y may engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of that person's race, creed, color, religion, sex, national origin, marital status, status with regard to public assistance, disability, age, membership on a local human rights commission or sexual orientation, or that of the person's relatives, friends or associates, if the conduct:

- Has the purpose or effect of unreasonably interfering with the person's work performance; or
- Otherwise adversely affects that person's employment opportunities.

The following are examples of prohibited harassment. Please note that these are not the only examples. If you have a question about whether conduct is permissible under this policy, you should discuss it with your supervisor or with Human Resources.

- Epithets, slurs or negative stereotypes;
- Intimidating or hostile acts based upon protected classification;
- Written or graphic material that denigrates or shows hostility or aversion to persons of a protected classification and that is posted or circulated on Y property.

One form of prohibited harassment is sexual harassment. Sexual harassment is defined as:

- Making as a condition of employment or continuing employment either unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature; or
- Making submission to or rejection of such conduct the basis for employment decisions affecting an employee; or



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- Creating an intimidating, hostile or offensive working environment or otherwise substantially interfering with an individual's employment by such conduct; or
- Retaliating against an employee for complaining about such conduct.

The following are examples of sexual harassment. Please note that these are not the only examples:

- Unwelcome sexual flirtations, propositions, and invitations to social events;
- Offensive physical contact or physical closeness;
- Use of words of a sexual nature describing body parts or sexual acts, telling "suggestive" jokes or stories, and conversations about sexual exploits or sexual desires;
- Displaying in the workplace sexually suggestive objects, pictures, cartoons, or representations of any action or subject which is sexual in nature and which can be perceived as offensive;
- Sabotaging an employee's character, reputation, work effects, or property because of sex;
- Direct or indirect suggestions that an employee's job security, job assignment, conditions of employment, or opportunities for advancement depend in any way on the granting of sexual favors or relations.

If you have a question about whether conduct is permissible under this policy, you should discuss it with your supervisor, or Human Resources.

The Y recognizes that consensual relationships sometimes exist between employees which are, or have the potential of becoming, sexual in nature. The Y strongly discourages such relationships, particularly those in which differences in age, background, or other characteristics of the two individuals compromise the ability of either one to make an



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informed decision about participating in the relationship. Such relationships between a supervisor and subordinate are expressly prohibited.



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## Appendix B: Procedures

### Complaints Relating To Prohibited Harassment

An employee who believes he or she has been subject to harassment prohibited by this policy should report the incident immediately to your supervisor or Human Resources.

The complaining employee will be asked to put the facts surrounding the offensive conduct or communication in writing. Thereafter, the investigation may include interviews with the employee making the charges, the accused employee, or appropriate witnesses, depending upon the individual circumstances of the matter.

Determination of whether prohibited harassment occurred will be made on a case-by-case basis, depending upon the circumstances of the matter, including the type of harassment alleged, the context in which the alleged harassment occurred and any other facts deemed relevant. The employee making the complaint will be advised of the final disposition of the matter.

### Penalties for Prohibited Harassment

A violation of this policy may be grounds for immediate discipline, up to and including discharge, or other appropriate action. Sanctions, if any, will be determined on a case-by-case basis, after a review of relevant information.