

## **UWWV Harassment Policy**

United Way of the Wabash Valley is committed to providing a bias-free professional work environment in which every employee and other business-related contact should be able to be treated with respect as an individual. Abusing the dignity of any individual can undermine the integrity of the employment or business relationship.

Specifically, United Way of the Wabash Valley policy is to provide its employees with a work environment free from workplace hostility and harassment. A “hostile work environment” is defined as unwelcome or offensive behavior in the workplace, which causes one or more employees to feel uncomfortable, scared, or intimidated in their place of employment. By “harassment” UWWV means unwelcome conduct, whether physical or verbal, that is based on an employee’s sex, race, color, national origin, ancestry, pregnancy, religion, age, disability, marital status, sexual orientation or other characteristic protected by law. Harassment also includes, but is not limited to, derogatory remarks and racial/ethnic slurs, offensive written, visual, or electronic materials, inappropriate physical contact and humor. Such conduct is a form of unlawful discrimination and will not be tolerated.

This policy extends to each and every level of the organization’s operations. Accordingly, harassment, whether by a fellow employee, manager, supervisor or non-employee doing business with UWWV, will not be tolerated; we will take immediate steps to stop harassment.

Additionally, no person, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or misconduct, either verbal or physical. UWWV policy does not tolerate sexual harassment of any employee in employment related activities by any person. Sexual harassment might include:

- Making the acceptance of unwelcome sexual advances or requests for sexual favors, or other verbal or physical conduct of a sexual nature, a condition of a employee’s continued employment or
- Making submission to or rejection of such conduct the basis for employment decisions affecting the employee or
- Verbal comments, jokes or propositions of a sexual nature or
- Creating an intimidating, hostile, or offensive working environment by such conduct.

UWWV will investigate and, where appropriate, discipline any person who threatens any employee, either explicitly or implicitly, that the employee’s refusal to submit to sexual advances will adversely affect any condition of employment or career development. Discipline may include action up to and including termination of employment. UWWV will

**United Way of the Wabash Valley**  
**POLICY STATEMENT**

not tolerate reprisals or retaliation against individuals who in good faith bring their concerns to management under this policy.

If you believe that you have been subject to workplace hostility, harassment, or any form of sexual harassment, you should immediately bring this concern to the attention of your supervisor or the Executive Director, or Chair of the Personnel Committee, as appropriate. Information provided during the investigation will only be disclosed on a “need to know” basis in order to effectively investigate and resolve the matter.

UWWV also recognizes that false accusations of workplace hostility, harassment, or sexual harassment, can have serious effects on innocent persons. False accusations will result in the same severe disciplinary action applicable in cases of bona fide harassment.

Reports can be made to the Executive Director, Chair of the Personnel Committee or Board President as appropriate. Those contacts are as follows:

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