

Anti-Harassment Policy - UUCA
(UUCA Personnel Manual - Updated December 2012)

Harassment, including but not limited to sexual harassment, is prohibited and will not be tolerated. UUCA prohibits conduct that shows hostility or an aversion toward an individual because of his or her race, ethnicity, color, religion, gender identity, sexual orientation, national origin, age, disability, or any other classification protected by law, and that:

- has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- or has the purpose or effect of unreasonably interfering with an individual's work performance;
- or otherwise adversely affects an individual's employment opportunities.
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a harassing nature constitute harassment when: submission to the conduct is made either explicitly or implicitly a term of employment;
- submission to or rejection of the conduct is used as a factor in employment decisions affecting an individual or the conduct unreasonably interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

Some examples of conduct that may constitute harassment, depending on the circumstances, include but are not limited to, the following:

- repeated and unwelcome suggestions regarding, or invitations to, social engagements or social events
- any indication, expressed or implied, that any aspect of employment conditions depends or may depend on the granting of sexual favors or on a willingness to accept or tolerate conduct or communication of a sexual nature;
- unwelcome or coerced physical proximity or physical contact which is of a sexual nature or sexually motivated;
- the deliberate use of offensive or demeaning terms which have a sexual, racial, or other prohibited connotation;
- inappropriate remarks of a nature derogatory towards a category protected under the Equal Opportunity Employment Act
- epithets or slurs;
- threatening or intimidating acts;
- written or graphic material;
- written, verbal, or physical acts that purport to be jokes or pranks.

Any employee or volunteer who believes he or she has been harassed by another employee, a volunteer, a supervisor, or any other person encountered in the course of employment should report that conduct immediately to his or her supervisor or the Business Manager. If the report or complaint involves the Business Manager, or if the Business Manager is unavailable, the individual making the report or complaint should immediately report it to the Executive or Associate Minister.

Every complaint or report of harassment will be promptly investigated. Although investigations will be conducted with sensitivity to confidentiality issues, investigative information will be communicated as appropriate to those with a need to know. If the investigation indicates that a violation of this policy may have occurred, timely and appropriate action will be taken.

Retaliation or reprisal against employees or volunteers who report harassment claims is prohibited and will not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.