

Discrimination or Harassment Prevention and Reporting Procedure

The Y takes all reasonable steps to prevent discrimination and harassment from occurring. The Y prohibits discrimination or harassment because of gender, genetic characteristic or information, race, color, national origin, religion, disability, marital status, or status as a covered veteran, age, and any other basis protected by applicable federal, state, or local law. All such discrimination or harassment is prohibited. The Y protects employees from discrimination or harassment by other employees, including supervisors, as well as volunteers, members/parents, vendors, or others doing business with the Y.

Harassment includes actions that create an intimidating, offensive, or hostile working environment, and other acts that have the purpose or effect of unreasonably interfering with an individual's work performance, when harassing acts are based on gender, genetic characteristic or information, race, color, creed, national origin, religion, disability, marital status, or status as a covered veteran, age, and any other basis protected by applicable federal, state, or local law. Specific examples of harassment include, but are not limited to, vulgar remarks, jokes, and teasing.

Sexual harassment includes, but is not limited to, unwelcome sexual advances; requests for sexual favors and/or other verbal or physical conduct of a sexual nature where submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or any such conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating or hostile environment. Specific examples of sexual harassment include, but are not limited to, vulgar remarks, pinching, jokes, teasing, and uninvited touching.

If you believe you have been discriminated against or harassed in violation of this policy, you should promptly report your concerns to your supervisor, Branch Executive or Human Resources Director. Your complaint will be investigated promptly and confidentiality will be maintained to the greatest degree possible. It is the intention of the Y that any reporting employee or employee participating in the investigation of a harassment complaint will not be retaliated against in any way. If you feel that you have been retaliated against for reporting a claim, you should contact Human Resources.

If a discrimination or harassment complaint is found to be valid, immediate and appropriate corrective action will be taken. An employee who has violated this policy will be subject to disciplinary action, up to and including termination. Any conduct prohibited by this policy is unacceptable in the workplace, and at any work-related setting outside the workplace, including business travel, business meetings, and Y-related social events. Off-duty conduct that violates this policy and affects the work environment is also prohibited.

The Y prohibits retaliation against anyone who makes a report. Any Y employee who in good faith reports such incidents as described above, will be protected from threats of retaliation, discharge, or other types of discrimination including, but not limited to, loss of compensation or terms and conditions of employment that are directly related to the disclosure of such reports. In addition, no employee may be adversely affected because s/he refused to carry out a directive that, in fact, constitutes fraud or is a violation of state or federal law.