

WORKPLACE HARASSMENT

United Way of Metropolitan Chicago policy is to provide its employees with a work environment free from workplace harassment. By “harassment” UWMC 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.

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 UWMC, will not be tolerated; we will take immediate steps to stop harassment.

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 an 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.

Other Unlawful Harassment

In addition to prohibiting sexual harassment, UWMC prohibits unwelcome conduct, whether verbal or physical, that is based upon an employee’s race, color, national origin, ancestry, pregnancy, religion, age, disability, sexual orientation or other characteristics protected by law. Such conduct is a form of unlawful discrimination and will not be tolerated. Examples of such behavior 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 an 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.

UWMC 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. UWMC will 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 sexual harassment, you should immediately bring this concern to the attention of your manager or Human Resources. Information provided during the investigation will only be disclosed on a “need to know” basis in order to effectively investigate and resolve the matter.

UWMC also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. False accusations will result in the same severe disciplinary action applicable in cases of bona fide harassment.

In addition to any other legal recourse available to you, we are required by the applicable state law to inform you of the following:

You may take legal recourse by filing a charge with the *Illinois Department of Human Rights* located at **100 W. Randolph St., suite 10-100, Chicago, IL 60661**. The Department will investigate timely charges and will determine whether there is sufficient evidence to support the charge. If so, the Department may file a complaint on your behalf with the Illinois Human Rights Commission. You may also file a complaint with the Commission yourself between the 300th and 330th day after filing the charge if the Department has not yet issued a determination. The **Commission is located at 100 West Randolph Street, Suite 5-100, Chicago, Illinois 60601**.