



## **UNITED STATES TENNIS ASSOCIATION INCORPORATED**

## **USTA NATIONAL TENNIS CENTER INCORPORATED**

## **THE USTA TENNIS AND EDUCATION FOUNDATION**

### **US OPEN SERIES, LLC**

#### **PROBLEM SOLVING/GRIEVANCE**

The USTA wishes to ensure that every employee works in a positive environment. We are committed to providing a work environment free of harassment. The USTA will not tolerate conduct by any employee which harasses, disrupts or interferes with another's work or creates an offensive or hostile work environment. An employee who has a work related problem should bring this to the attention of his/her Department Director. If this discussion does not properly address the issue, the employee may submit a written version of the grievance to their Division Director or the Director of Human Resources. This will help to define the issue. Problems/grievances will be investigated promptly and may include interviews with the parties involved. Fact finding will be conducted in as confidential and discreet a manner as possible. Responsive action will be taken in any case of misconduct. If the issue is not settled to the employee's satisfaction at this level, the employee may make a final written appeal to the Executive Director.

#### **SEXUAL HARASSMENT**

The USTA prohibits sexual harassment. Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. Sexual harassment is behavior that is not welcomed and is personally offensive.

No person shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to or comply with sexual advances will affect the employee's employment, evaluation, wages, advancement, assigned duties or any other condition of employment or career development.

Sexual harassment by any employee is prohibited. Such conduct includes but is not limited to:

- Unwelcome sexual flirtations, advances or propositions.
- Verbal remarks, advances or requests for sexual favors.
- Comments about an individual's body or bodily functions.
- Sexually degrading words used to describe an individual.
- The display in the workplace of sexually suggestive objects or pictures.

Any employee who believes that he/she has been the subject of sexual harassment should report the alleged act immediately to the Director of Human Resources, Human Resources

Manager or the Executive Director. At our USTA-NTC location, in addition to the White Plains contacts, an employee may report an alleged act of sexual harassment to the Managing Director, Facility Operations or Director, NTC Events. In Key Biscayne, in addition to the White Plains contacts, an employee may report such acts to the Managing Director, Player Development or the Coordinator, Player Development Programs. In Carson, in addition to the White Plains contacts, an employee may report such acts to the Director, Tennis Operations or Managing Director, Player Development. The USTA will make every effort to ensure that complaints of sexual harassment are resolved promptly and effectively. All actions taken to resolve complaints of sexual harassment through internal channels shall be conducted as confidentially as possible.

Any employee who is found after appropriate investigation to have engaged in the sexual harassment of another employee will be subject to appropriate sanctions; including termination, depending on the circumstances.

### **RETALIATION PROHIBITION**

The USTA prohibits any form of retaliation against an employee for filing a complaint or for assisting in the investigation of a complaint. An employee who believes that he or she has been retaliated against for making or assisting in the investigation of a complaint should contact their Department Director or the Director of Human Resources immediately.