



## **GREATER PHILADELPHIA YMCA – Non-Discrimination**

### ***Equal Employment Opportunity Statement***

The YMCA's belief in the respect for the individual is the foundation for creating equal employment opportunities. All employment actions including, but not limited to, recruitment, hiring, promotions, terminations, compensation, benefits, transfers, company-paid training, and social events are made without regard or consideration for an individual's race, color, creed, religion, gender, sexual orientation, age, national origin, or citizenship, veteran or marital status.

The Greater Philadelphia YMCA will not intentionally acquire genetic information about prospective or current employees. If the YMCA does receive genetic information about a prospective or current employee, the YMCA prohibits the use of genetic information in connection with any terms or conditions of employment.

### ***Americans with Disabilities Act***

It is the policy of the Greater Philadelphia YMCA to comply with the Americans with Disabilities Act (ADA) and ensure equal employment opportunity for all qualified persons with disabilities. The YMCA is committed to ensuring non-discrimination in all terms, conditions and privileges of employment. Reasonable accommodations will be available to staff members and applicants, as long as the accommodation does not cause undue hardship on the YMCA.

### ***Commitment to Diversity***

The Greater Philadelphia YMCA has made a commitment to build an inclusive environment. We recognize and respect the differences and similarities that individuals bring into the YMCA. We will create an environment that enables diverse perspectives and ideas to surface and channels the individual talents and perspectives into accomplishing our mission and objectives. We are committed to modeling acceptance, compassion, respect and caring and to creating a welcoming environment to all.

### ***Harassment***

Harassment, including sexual harassment, is not tolerated at the Greater Philadelphia YMCA and is contrary to the professional and ethical standards for which our organization stands. We strive to provide a workplace free of all forms of discrimination and harassment.

Harassment can include verbal, physical or visual conduct that impairs an individual's ability to perform the job. Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion, disability, or other legally protected characteristics are not appropriate in the work environment.

Sexual harassment also can include unwelcome sexual advances or visual, verbal or physical conduct of a sexual nature. Examples of prohibited sexual harassment include, but are not limited to:

- Unwelcome sexual flirtation or advances
- Offering employment, promotions or other benefits in exchange for sexual favors
- Threat of reprisals for refusing sexual advances
- Visual conduct such as leering; making sexual gestures; displaying sexually suggestive objects; pictures or cartoons; suggestive or obscene letters.
- Verbal conduct such as derogatory comments, slurs, sexual jokes, or sexually degrading comments.



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### ***Complaints of Harassment ("Open Door Policy")***

An employee may report a sexual harassment or other harassment complaint as follows:

- Sexual or other harassment complaints should be communicated to the manager responsible for the facility or department or, if the employee is for any reason is uncomfortable with doing so, the next highest level of management.
- The identification of the employee, as well as the record of the complaint, will be maintained in a confidential manner to the extent possible; neither will be disclosed except as necessary to complete the investigation.
- Consistent with general YMCA policy, no employee will be permitted to take retaliatory action against another employee because the employee has brought a complaint pursuant to this policy.

Each complaint will be investigated by the Vice President of Human Resources and the persons designated by management.

Sexual harassment incidents involving patrons, vendors, or other individuals who interact with the YMCA's staff should be reported to a supervisor immediately for disposition.

### ***Investigation of Claims***

Claims of harassment will be investigated in a confidential manner and the confidentiality of any involved individuals will be preserved to the extent consistent with the YMCA's need to investigate. Appropriate action, including disciplinary measures, suspension or termination will be taken against an employee offender.

### ***Whistle-blower Protection***

Employees are encouraged to report any suspected illegal activities in the organization including corporate fraud, unethical business conduct, violations of State or Federal laws, or substantial and specific danger to employee's health and safety. Employees should raise concerns with his/her immediate supervisor, Group Vice President, Vice President of Human Resources and/or the President.

The YMCA will treat all communications under this policy in a confidential manner, except to the extent necessary to:

- conduct a complete and fair investigation
- review the YMCA operations by the YMCA's Board of Directors, Finance Committee, the YMCA's public accountants, and the YMCA's legal counsel.

The Greater Philadelphia YMCA will not permit any negative or adverse actions to be taken against any employee or individual for making a good-faith report of a possible violation of the Code of Conduct or applicable law, even if the report is mistaken. Retaliation in any form will not be tolerated. Any act of alleged retaliation must be reported immediately and will be promptly investigated. An employee who retaliates against someone who has reported a violation in good-faith is subject to discipline up to and including termination.

Ethics Point/NAVEX is a safe, secure and confidential way to report an ethics violation. Reports are anonymous and confidentially managed by NAVEX. Reports can be made on line at [www.ethicspoint.com](http://www.ethicspoint.com) or by telephone at 1-866-384-4277.