

Non-Discrimination and Harassment Policy

Policy Name	WEF Non-Discrimination and Harassment Policy
Policy Category	Legal
Policy Number	2007-008
Policy and Revision Dates	October, 2007; January, 2017
Requirements	No legal requirements
Review Cycle	3 years

A. General Policy Statement

WEF does not tolerate discrimination or harassment based on race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), age, national origin, disability, marital status, ancestry, sexual orientation, genetic information or any other legally-protected characteristic in accordance with applicable federal, state, or local law (“Protected Categories”) in any of its activities or operations. The WEF Staff Handbook defines harassment and sexual harassment for purposes of this general policy. All who violate this policy are subject to discipline, up to and including termination, expulsion from Membership, or applicable legal action.

B. Procedures for Reporting Complaints

An employee, or contractor who believes that he/she has been subject to discrimination or harassment, or has become aware of actual or suspected discrimination or harassment should immediately notify his or her supervisor, the Director of Human Resources, a member of the Executive Team, or the Executive Director.

A volunteer who believes that he/she has been subject to discrimination or harassment, or has become aware of actual or suspected discrimination or harassment should immediately notify the Executive Director or another member of the WEF Board of Trustees.

WEF will make reasonable efforts to promptly and completely investigate reports of discrimination or harassment, and will maintain confidentiality as appropriate, consistent with the objectives and circumstances of the investigation.

C. Retaliation Prohibited

Volunteers, employees, or contractors shall not be subject to harassment, intimidation or any type of retaliation because they have (1) filed a good-faith complaint regarding suspected discrimination or harassment; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state, or local law; (3) opposed any act or practice made unlawful by any federal, state, or local law; or (4)

exercised any other legal right protected by federal, state, or local law. Anyone found to be engaging in prohibited retaliation will be subject to disciplinary action, up to and including termination, expulsion from Membership, or applicable legal action.