

# UUCD Personnel Policy

## Appendix D

**SUBJECT:** Harassment

### I. PURPOSE

To ensure that employees are treated fairly in terms of employment matters.

### II PERSONNEL COVERED

All employees

### III. RESPONSIBILITY FOR ADMINISTERING

Minister and a representative of the Personnel Committee

### IV. POLICY-PROCEDURE

UUCD prohibits conduct that shows hostility or an aversion toward an individual because of his or her race, color, religion, sex, national origin, age, disability, sexual orientation or any other classification protected by law, and that:

- has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or
- has the purpose or effect of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's employment opportunities.

Some examples of conduct which may constitute harassment, depending on the circumstances, include but are not limited to, the following:

- epithets or slurs;
- threatening or intimidating acts
- written or graphic material
- written, verbal or physical acts that purport to be jokes or pranks

Any staff member who believes he or she has been harassed by another staff member, a supervisor, an agent of the UUCD, or any other person encountered in the course of the workday should report that conduct immediately to his or her supervisor or the Personnel Committee Chair.

Every complaint or report of harassment will be promptly investigated. If the investigation indicates that an act of harassment has occurred, timely and appropriate action will be taken. Retaliation or reprisal against staff members who report harassment claims is prohibited and will not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

Approved by	Date Effective	Supersedes	Policy Number
Minister, Personnel Committee & Officers	1/27/09		D1

Distributed to staff on \_\_\_\_\_

Signatures:

I have read and understand this policy.

\_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_