

Harassment Policy

The World U.P. Foundation

1. Purpose

World U.P. Foundation ("World U.P.") is committed to providing an environment for our members, directors, officers, employees, volunteers and any individual or organization that is served by World U.P. ("Members"), that is comfortable, safe and free from harassment of any kind. Any type of harassment is a violation of this policy and may be illegal. As such, World U.P. may be required to take legal action once a complaint is received, and will take all reasonable steps to assure the person who has been harassed or is making the complaint is protected and continues to have a safe environment.

2. Definition

Harassment can take many forms. It may be, but is not limited to, the following: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment does not have to be sexual in nature. Sexual harassment may include unwelcome sexual advances; requests for sexual favors; or other verbal or physical contact of a sexual nature when such conduct creates an intimidating environment or prevents an individual from effectively performing the duties of his or her position, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly. It is not the intent of the behavior by the offender that determines if harassment has occurred but whether the behavior is welcome by the receiver.

3. Responsibility

All Members are responsible for helping keep our environment free of harassment, including the Clients with whom you have contact. If you become aware of an incident of harassment, whether by witnessing the incident or being told of it, you must report it to someone with whom you feel comfortable within the organization. That Member who has been entrusted with the complaint is then responsible for reporting the incident to the Executive Committee of the Board of Directors. When World U.P. becomes aware of harassment, the Executive Committee will initiate an investigation to take prompt and appropriate action, which may include any action required by law.

4. Complaint Procedure

Any Member who believes that he or she has suffered harassment in violation of the Harassment Policy, should take the following action:

- a. If you are able to do so without conflict or danger, tell the harasser as clearly as possible that the behavior is unwelcome;
- b. If you become aware of an incident of harassment, whether by witnessing the incident or being told of it, you must report it to someone with whom you feel comfortable within the organization. If you feel that the person to whom you report to is not taking the complaint seriously, Members may escalate the report to the Executive Committee.
- c. That Member who has been entrusted with the complaint is then responsible for reporting the incident to the Executive Committee of the Board of Directors within 24 hours.
- d. The Executive Committee will document the complaint, initiate an investigation within 72 hours and send written notification with a summary of the complaint. Once received, if the complaining party has a clarification to the complaint, that should be provided in writing to the Executive Committee within 48 hours. The Executive Committee will provide a weekly update to the party until an adequate resolution is reached.
- e. The Executive Committee will investigate the complaint and recommend to the Board of Directors, appropriate steps, including corrective disciplinary action or discontinuation of service, that should be taken to secure and maintain an environment free of any form of harassment. The Executive Committee will report to the person filing the complaint, the action that has been taken, and if no action has been taken, the reason for no action.

5. Confidentiality

World U.P., including all persons to whom a violation of this Harassment Policy has been reported and persons who have become aware of a complaint, must maintain confidentiality, to the extent possible given the need to investigate. All complaints shall be considered confidential to the maximum extent possible.

6. Retaliation

World U.P. and any director, officer, or employee may not retaliate against any victim, or witness, who reports a violation of this Harassment Policy. Any person who believes that he or she has been retaliated against should consult the Organization's Whistle-Blowing Policy or a Company official.

7. Declaration

I, _____ have read, understand, and acknowledge receipt of the Harassment policy. I will comply with the guidelines set out in this policy and understand that failure to do so might result in disciplinary action including termination of employment and potential legal action.

I understand & agree this is a legal representation of my signature.

Signature

Date