

UNITARIAN UNIVERSALIST SOCIETY OF GENEVA

EQUAL OPPORTUNITY EMPLOYER POLICY

Approved by the Board of Directors on October 1, 2013

UUSG is strongly committed to creating and preserving equal opportunity for all employees and applicants. We make all employment decisions – including recruitment, hiring, compensation, training, promotion, transfer, discipline, termination, and other personnel matters – without regard to race, color, ancestry, sex, national origin, age, disability, military status, marital status, sexual orientation, genetic information, citizenship, gender identity, parental status, or other legally protected characteristics or conduct. UUSG’s strong commitment to equal opportunity requires a commitment by each individual employee. Compliance with the letter and spirit of this policy is required of all employees.

Religion

For some positions, such as clergy or certain religious education positions, a candidate’s affiliation with Unitarian Universalism and affirmation of Unitarian Universalist values are fundamental requirements of the position. However, for most positions, including administrative staff and nursery care providers, our employment decisions are made without regard to religious belief or affiliation.

Harassment and Other Inappropriate Behavior

Our goal is to provide a workplace where each employee feels respected, valued, and comfortable. To preserve this atmosphere, UUSG will not tolerate harassment or other abusive behavior by anyone – including employees, clergy, members, and visitors. This policy applies to conduct on UUSG’s premises and in the course of UUSG business, as well as off-premises conduct that affects any employee in the workplace or that creates a hostile, intimidating or offensive working environment.

For purposes of this policy, “harassment” means unwelcome conduct, whether verbal, physical, or visual, that is based upon or derisive of a person’s race, color, ancestry, religion, sex, national origin, age, disability, military status, marital status, sexual orientation, genetic information, citizenship, gender identity, parental status, or other legally protected characteristics or conduct, where the unwelcome conduct affects tangible job benefits, unreasonably interferes with an individual’s work performance, or creates an intimidating, hostile, or offensive working environment. All employees have a responsibility to keep the work place free of any such harassment.

This policy also specifically prohibits sexual harassment. “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, sexually-motivated physical contact, or other verbal or physical conduct or communication of a sexual nature where:

- Submission to that conduct or communication is made a term or condition of employment, either explicitly or implicitly; or

- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or
- Such conduct or communication unreasonably interferes with an individual's job performance, or creates an intimidating, hostile, or offensive environment.

No representative of UUSG (including without limitation clergy, lay leaders, volunteers, and other staff members) has the authority to request or require an employee or applicant to submit to sexual harassment as a condition of receiving any job benefit (such as a raise or a promotion) or avoiding any job detriment (such as a pay cut or demotion).

Depending upon the circumstances, sexual harassment may include explicit sexual propositions; suggestive comments; sexually-oriented "kidding" or "teasing;" "practical jokes" about gender-specific traits; foul or obscene language or gestures; displays of pornography or other inappropriate printed or visual material; and physical contact, such as patting, pinching, or brushing against another's body.

Employees who engage in harassment in the workplace can expect disciplinary action, up to and including immediate termination. Each case will be reviewed on an individual basis.

Reasonable Accommodations

UUSG is committed to promoting equal opportunity in employment for qualified persons with disabilities. When it is reasonably possible to do so, UUSG will make accommodations for qualified individuals with disabilities, unless doing so would result in an undue hardship to UUSG.

As a church, UUSG is also committed to ensuring that its employees have an adequate opportunity to practice their own religions, and will endeavor to make reasonable accommodations for employee religious beliefs, unless doing so would result in an undue hardship to UUSG.

Employees who request reasonable accommodations will generally be required to perform all essential job functions (with or without reasonable accommodation(s)) and to meet the performance standards and expectations with respect to those essential job functions as required of similarly-situated employees.

If you require a reasonable accommodation due to a disability or your religious beliefs, you should promptly bring the matter to the attention of the Senior Minister or the Personnel Committee. UUSG may require you to provide documentation or information supporting your request. If you seek an accommodation due to a disability, UUSG may also require you to be evaluated by a health care provider designated by UUSG. If an accommodation is needed, UUSG will work with you to determine what accommodation is appropriate. UUSG is not required to provide an accommodation that would result in an undue hardship for UUSG. Additionally, please note that even where UUSG is required to provide a reasonable accommodation, it is not obligated to provide the specific accommodation that you request if another accommodation would also be effective.

Reporting Discrimination or Harassment

1. Any employee who becomes aware of discrimination or harassment in violation of the policies stated above must immediately report the matter to the Senior Minister, the Personnel Committee, or any Officer of the Board of Directors (including the Board President, the Vice Presidents, the Treasurer, or the Secretary).
2. UUSG will conduct a prompt and thorough investigation of all complaints of harassment or discrimination. The scope of the investigation will depend upon the specific circumstances, but may include interviews with the person making the complaint, the person against whom the complaint is made, any potential witnesses identified by either person, and any others whom UUSG believes may have relevant information. The investigation may also include a review of pertinent documents and other materials. The person making the complaint normally will be requested to put his or her complaint in writing.
3. Employees are expected to cooperate in this process if asked to do so and to provide truthful information. Any employee who knowingly provides false information in connection with an investigation under this policy will be subject to disciplinary action, up to and including termination of employment.
4. UUSG will make every effort to respect the privacy of those involved in an investigation under this procedure. However, please understand that we may need to disclose certain information to complete our investigation or otherwise address the matters raised in the complaint.
5. The results of the investigation will be discussed with those persons involved, and UUSG will determine whether any action is warranted in response. Individuals who are found to have violated this policy will be subject to appropriate disciplinary action, up to and including termination.
6. A request not to investigate a reported violation of this policy cannot be honored.

No Retaliation

UUSG will not retaliate against any person for making a good faith complaint under this policy, regardless of the outcome of the investigation. Similarly, UUSG will not retaliate against any person for providing truthful information in connection with an investigation under this policy, or who requests a reasonable accommodation due to a disability or their religious beliefs. (Note that cooperating with an investigation or requesting a reasonable accommodation will not insulate an employee who has otherwise violated UUSG policy from appropriate corrective action.) Any employee of UUSG who retaliates against another employee for utilizing in good faith the procedures in this policy will be subject to discipline, up to and including termination.

Any employee who becomes aware of retaliation against anyone for exercising his or her rights under this policy must immediately report such conduct using the complaint procedure set forth above. Because false accusations may have serious impact on the person accused, any employee

who makes a complaint that he or she knows to be false will be subject to disciplinary action, up to and including termination.