



Burke County United Way

<b>Policy Title:</b> Diversity and Inclusion - Employees, Volunteers, and Board Representation	<b>Date of Origination:</b> June 17, 2019
<b>Category:</b> Diversity	<b>Revision:</b>

**Purpose:** Burke County United Way (BCUW) embraces and supports our employees', volunteers', and board members' differences in age, ethnicity, gender, gender identity or expression, language differences, nationality or national origin, family or marital status, physical, mental and development abilities, race, religion or belief, sexual orientation, skin color, social or economic class, education, work and behavioral styles, political affiliation, military service, and other characteristics that make our employees, volunteers, and board members unique.

**Board of Directors:** BCUW is represented by a diverse Board of Directors (BOD). It is the goal of BCUW to maintain a diverse, inclusive board membership. By doing so, BCUW can represent its community in a current and resilient fashion.

**Target Audience:** BCUW Administrative Staff, Board of Directors, and Volunteers

Inherent to Burke County United Ways' order of business includes interaction with a wide variety of people and their respective cultures, backgrounds, viewpoints and other areas of diversity. Therefore, we are committed to standards of conduct in a harmonious fashion and recognize the value of a differing perspectives. In respecting and valuing the diversity among employees, volunteers, and board members, a work environment free of all forms of discrimination and harassment are employed.

BCUW abides by the following within the work milieu, whether interacting with paid employees, volunteers, or members of the board of directors:

- Communication is respectful regardless of title or level.

- Insights of diverse groups are welcomed; employees, volunteers, and(or) board members' are not alienated or excluded because they don't fit into a set of cultural norms.
- An environment where employees, volunteers, and board members feel that their background and lifestyle do not affect perceptions of them as a professional, or affect their opportunities for placement within the organization (volunteer) development, and(or) promotion (employees).
- Flexible working practices are available where appropriate, as there is an appreciation that not everyone can and will work the same hours or in the same way.
- This removes disadvantage and discrimination to participation in work.
- Employees, volunteers and board members are aware of their own unconscious and conscious bias and know how to ensure this does not manifest itself while at work, or when participating in work-related functions or events.

BCUW does not permit, promote, or otherwise tolerate:

- Discriminatory harassment and bullying discriminatory harassment, which can be defined as verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by statute, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment or volunteer opportunities.
- Harassing conduct includes but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

Workplace Bullying includes but is not limited to:

- Verbal, Written or Electronic Bullying: slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; and abusive remarks
- Gesture Bullying: non-verbal threatening gestures, glances which can convey threatening messages
- Exclusion: socially or physically excluding or disregarding a person in work-related activities

Harassment and bullying may come from a supervisor, co-worker, or a non-employee who has a business relationship with BCUW. Without fear of retaliation, any such behavior shall be reported immediately to the Executive Director. In his/her absence, or if he/she is the offender, report shall be made to the President of the Board of Directors.

The BCUW Organizational philosophy respects difference in lifestyle choice. However, the nature of freedom of choice and expression vary widely and is widely subjective. Because of this, BCUW reserves the right to decline partnerships with potential employees, volunteers, and(or) members of the board who promote behaviors that are in direct conflict with BCUW's core values. This applies to utilizing the BCUW Logo as part of the event and(or) fund-raising effort(s). Examples include and not limited to:

- Fund-raising event(s) with a focus on behavior, which may be perceived as derogatory
- Aberrant sexual behavior activities performed in a group setting for fund-raising purposes
- Deviant behavior that may result in physical, mental, psychological, and(or) emotional harm

### **Disabilities Accommodation**

BCUW values the contributions of persons with differing abilities and does not discriminate on the basis of any known mental or physical disability that is protected by law, a history of disability, a perceived disability or an association with someone with a known disability.

This policy applies to job application procedures, hiring, termination, advancement, compensation, job training, and other aspects of employment. Accommodations may be made to the employee, volunteer, and(or) board member with Executive Director approval. A reasonable accommodation is one that does not cause an undue hardship to the company or pose a significant risk to the health or safety of the qualified individual or others, and may be time limiting.

A qualified individual is a disabled employee who meets the legitimate skill, experience, education or other requirements of a position that he or she holds or seeks, and who can perform the essential functions of the position with or without reasonable accommodation.