

## Non-Discrimination and Harassment Policy

Policy Name	WEF Non-Discrimination and Harassment Policy
Policy Category	Legal
Policy Number	2007-008
Policy Origination and Review Dates	October, 2007; January, 2017; July, 2020
Requirements	No legal requirements
Review Cycle	3 years
Legal Review Required	Yes

### A. General Policy Statement

WEF is committed to an environment in which all individuals are treated with respect and dignity. WEF expects that all relationships among persons, including staff, contractors, members, volunteers, and customers will be business-like and free of bias, prejudice and harassment. WEF prohibits discrimination or harassment based on race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), age, national origin, disability, perceived disability, marital status, ancestry, citizenship, sexual orientation, gender identity, genetic information, veteran status, or on any other legally-protected characteristic in accordance with applicable law (“Protected Categories”) in any of its activities or operations. All who violate this policy are subject to discipline, in accordance with WEF policies, up to and including expulsion from membership or applicable legal action. Information on non-discrimination and harassment policy applicable to WEF employees is contained in WEF’s employment policies.

### B. Procedures for Reporting Complaints

Any member, volunteer, or customer who believes that he/she has been subject to discrimination or harassment, or who has become aware of actual or suspected discrimination or harassment, should immediately notify the Executive Director or a member of the WEF Board of Trustees. Staff should follow policies contained in WEF’s employment policies for reporting complaints, regardless of whether the violation came from other staff or from people outside of staff.

WEF will make reasonable efforts to promptly investigate reports of discrimination or harassment, in accordance with applicable policies.

### **C. Retaliation Prohibited**

Retaliation against a complaint filed, as outlined in this policy, is a serious violation of this policy, and like harassment or discrimination itself, will be subject to disciplinary action in accordance with applicable policies. No individual will 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 applicable law;
- (3) opposed any act or practice made unlawful by any applicable law; or
- (4) exercised any other legal right protected by applicable law.

Acts of retaliation should be reported immediately and will be promptly investigated and addressed. Anyone found to be engaging in retaliation will be subject to disciplinary action, in accordance with WEF policies, up to and including expulsion from membership or applicable legal action.

### **D. False Complaints**

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be subject to appropriate disciplinary action, in accordance with WEF policies, up to and including expulsion from membership or applicable legal action.