



Greater Milwaukee Foundation Anti-Hate Policy

Board Approval: December 2, 2020

Anti-Discrimination

The Greater Milwaukee Foundation ("GMF") is committed to a diverse workforce in which all individuals are treated with respect and dignity. GMF believes that a diverse workforce helps the organization and its employees realize their full potential. Recognizing and developing the talents of each individual brings new ideas to GMF. The organization's culture and performance are greatly enhanced when people with different backgrounds and perspectives are engaged in GMF's leadership, decision-making and activities. GMF believes a well-managed, diverse workforce expands GMF's base of knowledge, skills and cross-cultural understanding, which in turn enables GMF to understand, relate and respond to its diverse and changing community and customer base.

The Foundation's Diversity and Inclusion Philosophy

- A diverse, high-achieving workforce is essential to GMF's future success and growth. • An inclusive, flexible work environment that values differences and motivates employees to contribute their best.
- To better serve its customers, GMF must attract, develop, promote and retain a diverse and inclusive workforce.
- Trust, mutual respect and dignity are fundamental beliefs that are reflected in GMF's behaviors and actions.
- Accountability for diversity and inclusion goals drives GMF's success and builds integrity and trust.

It is the policy of GMF to recruit, employ, promote and take other employment actions with respect to all employees without regard to race, color, national origin, ancestry, sexual orientation, gender, gender identity (including stereotyping), gender expression, religious creed (including non-religion, agnostic or atheism), marital status, pregnancy, familial status, physical/mental/emotional ability/disability, age, military status or any other classification protected by law in matters of employment. Through the efforts of diversity and inclusion, GMF will continue to **promote opportunities for members of historically disadvantaged groups.**

Anti-Harassment

It is the policy of GMF to maintain a working environment that encourages mutual respect, promotes respectful and congenial relationships between employees and is free from all forms of harassment of any employee or applicant by anyone, including supervisors, co workers, vendors, donors or customers. Harassment in any manner or form is expressly

prohibited and will not be tolerated by GMF. Accordingly, GMF management is committed to vigorously enforcing this policy against harassment, including but not limited to sexual harassment, at all levels within GMF.

All reported or suspected occurrences of harassment will be promptly and thoroughly investigated as deemed appropriate. Where GMF determines harassment in violation of this Policy has occurred, GMF will, in its sole discretion, immediately take appropriate disciplinary action against the harasser, up to and including termination.

GMF will not permit or condone any acts of retaliation against anyone who files harassment complaints or cooperates in the investigation of the same.

1. The term "harassment" includes, but is not limited to unwelcome slurs, jokes, verbal, graphic or physical conduct relating to an individual's race, color, national origin, ancestry, sexual orientation, gender, gender identity (including stereotyping), gender expression, religious creed (including non-religion, agnostic or atheism), marital status, pregnancy, familial status, physical/mental/emotional ability/disability, age, military status or any other classification protected by law in matters of employment.
2. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
 - a. Submission to such conduct is an explicit or implicit term or condition of employment;
 - b. Employment decisions are based on an employee's submission to or rejection of such conduct; or
 - c. Such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.
3. The term "harassment" may include conduct of employees, supervisors, grantees, donors, vendors, consultants, service learners, and/or other stakeholders who engage in verbally or physically harassing behavior which has the potential for humiliating or embarrassing an employee of GMF.

This policy will apply to behavior that occurs during work time or on work premises. It will also apply to any off-premises or non-work time activities that otherwise affect GMF, including behavior that occurs online through the use of social media.

Reporting Violations of this Policy

Employees must promptly report any violations of this policy (including behavior experienced directly by the employee or conduct that an Employee otherwise becomes aware of) to his/her supervisor, Human Resources Director, or the President/CEO. The information an employee provides will be shared on a "need-to-know" basis only. All employees, including supervisors, are required to cooperate with any internal investigation of harassment and/or discrimination.

Workplace Violence Policy

The Greater Milwaukee Foundation Prohibits and Will Not Tolerate Workplace Violence

GMF prohibits and will not tolerate any form of workplace violence by an employee, supervisor or third party, including vendors, customers, clients and visitors at the workplace and at employer-sponsored events.

Prohibited Conduct

For purposes of this policy, workplace violence includes:

- Making threatening remarks (written or verbal).
 - Aggressive or hostile acts such as shouting, using profanity, throwing objects at another person, fighting or intentionally damaging a co-worker's property.
- Bullying, intimidating or harassing another person (for example, making obscene phone calls or using threatening body language or gestures such as standing close to someone or shaking your fist at them).
- Behavior that causes another person emotional distress or creates a reasonable fear of injury, such as stalking.
- Assault.

This list is not exhaustive. No form of workplace violence will be tolerated.

The Greater Milwaukee Foundation Prohibits Weapons at the Workplace

GMF prohibits all employees from possessing any weapons of any kind at the workplace. For purposes of this policy, the workplace is defined to include GMF building[s], outdoor areas and parking lots (except that this prohibition does not apply to firearms safely kept in the employee's own vehicle as allowed by law). Weapons include but are not limited to: guns, knives, mace, explosives or any item with the potential to inflict harm that has no common purpose.

Application of Policy

This policy will apply to behavior that occurs on GMF time or on GMF premises. It will also apply to any off premises or non-GMF time activities that otherwise affect GMF, including behavior that occurs online through the use of social media.

Complaint Procedure

If you witness or are subjected to any conduct you believe violates this policy, you must contact your direct supervisor or, if the conduct involves your direct supervisor, the **[next level above**

your direct supervisor/[DEPARTMENT NAME]] as soon as possible.

GMF will directly and thoroughly investigate all complaints of workplace violence and will take prompt corrective action, including discipline, if appropriate. GMF reserves the right to contact law enforcement, if appropriate. [To the extent permitted by law, GMF reserves the right to seek a restraining order to prevent workplace violence against an employee.]

If you become aware of an imminent violent act or threat of an imminent violent act, immediately contact appropriate law enforcement then contact [security/[DEPARTMENT NAME]].

No Retaliation

GMF prohibits any form of discipline, reprisal, intimidation or retaliation for reporting incidents of workplace violence of any kind, pursuing a workplace violence complaint or cooperating in related investigations.