Urban League of Northwest Indiana

Non-Discrimination Policy

Policy Statement

The Urban League of Northwest Indiana is committed to fostering a diverse, equitable, and inclusive environment in which all individuals are treated with dignity and respect. Discrimination, harassment, and retaliation are strictly prohibited in all aspects of employment, programs, services, and organizational activities.

Scope

This policy applies to all employees, applicants, volunteers, interns, contractors, program participants, and individuals who interact with the Urban League of Northwest Indiana.

Prohibited Conduct

The Urban League of Northwest Indiana prohibits discrimination or harassment based on any protected characteristic, including but not limited to:

- Race
- Color
- Religion
- Sex (including pregnancy, sexual orientation, and gender identity)
- National origin
- Age
- Disability (physical or mental)
- Genetic information
- Marital status
- Veteran or military status
- Any other status protected by applicable federal, state, or local law

Discrimination includes any adverse action or unequal treatment that negatively impacts an individual's employment, access to services, or participation in programs based on a protected characteristic.

Harassment

Harassment is a form of discrimination and includes unwelcome verbal, physical, or visual conduct that creates an intimidating, hostile, or offensive environment. This includes, but is not limited to:

- Offensive jokes, slurs, or epithets
- Unwanted physical contact
- Display or circulation of inappropriate materials
- Verbal or physical conduct that interferes with an individual's work or participation

Retaliation Prohibited

Retaliation against any individual who reports discrimination or harassment, participates in an investigation, or opposes discriminatory practices is strictly prohibited. Retaliation includes any adverse action such as termination, demotion, intimidation, or harassment.

Reporting Procedures

Any individual who believes they have experienced or witnessed discrimination, harassment, or retaliation is encouraged to report the incident promptly. Reports may be made to:

- A supervisor or manager
- Human Resources
- Any designated organizational leadership representative

Reports will be handled as confidentially as possible and investigated promptly and thoroughly.

Investigation and Corrective Action

The Urban League of Northwest Indiana will conduct a fair and impartial investigation of all complaints. If a violation of this policy is found, appropriate corrective action will be taken, which may include:

- Counseling or training
- Disciplinary action
- Termination of employment or affiliation

Responsibility

All employees and representatives of the Urban League of Northwest Indiana share responsibility for maintaining a respectful and inclusive environment. Supervisors and managers are expected to model appropriate behavior and address concerns promptly.

Policy Enforcement

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment or removal from participation in programs or services.

Acknowledgement

Urban League of Northwest Indiana

As described in the Non-Discrimination Policy, Discrimination is prohibited at Urban League of Northwest Indiana.

By signing below,

• I acknowledge that I have received a copy of the Urban League of Northwest Indiana Non-Discrimination Policy, and I understand that it is my responsibility to read and comply with the policy and any revisions made to it.

• I acknowledge that retaliating or discriminating against an employee who reports a suspected incident of discrimination or who cooperates in an investigation is prohibited.

• I acknowledge that employees who violate this policy or retaliate against an employee in any way will be subject to disciplinary action, up to and including termination.

Signature Date

Print your full name