



Event Non-Discrimination and Anti-Harassment Policy

Effective 6/1/2024

The West Chester University Foundation (WCUF) is committed to providing WCUF staff and all event participants with a safe, productive, and welcoming environment free from discrimination and harassment, where participants are treated with respect and dignity. All participants, including, but not limited to, attendees, speakers, volunteers, WCUF staff, vendors, and others (“Participants”), are expected to abide by WCUF’s Event Non-Discrimination and Anti-Harassment Policy. This policy applies to all WCUF meeting-related events, including, but not limited to, conferences, Board of Director meetings, space rentals, and staff meetings.

WCUF has a zero-tolerance policy for acts of discrimination and harassment and is committed to enforcing this policy at all WCUF events.

Code of Conduct for Events

Participants are expected to conduct themselves with integrity and respect for others while participating in or conducting business during a WCUF event. Specifically, participants will:

- Always behave in an appropriate and professional manner during WCUF events.
- Be respectful of the opinions of others; speak kindly to others.
- Refrain from any activity or action that could adversely reflect upon themselves, their organization or WCUF.
- Comply with WCUF’s zero-tolerance policy for acts of discrimination, harassment, and retaliation.

Non-Discrimination and Anti-Harassment Policy

All participants, including, but not limited to, attendees, speakers, volunteers, vendors, WCUF staff, and others, are expected to abide by WCUF’s Non-Discrimination and Anti-Harassment Policy. WCUF is committed to creating a work and event environment in which all individuals are treated with respect and dignity. WCUF expects that all relationships among and between Participants and WCU employees and staff in the workplace and extensions of the workplace (i.e., events) will be business-like and free of bias, prejudice and harassment.

Definitions of Harassment

- Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For purposes of this Policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or event participation or enjoyment; ii) submission to or rejection of such conduct by an individual is used as the basis for employment or event related decisions



affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, enjoyment of participation in an event, or creating an intimidating, hostile or offensive work or event environment.

- Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment, that is, harassment not involving sexual activity or language may also constitute discrimination if it is severe or pervasive and directed at employees or event Participants because of their sex or sexual orientation or status.
- Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, sex (including pregnancy), sexual orientation, veteran status, genetic information or any other characteristic protected by law, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work or event environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance or participation in or enjoyment of the event; or (iii) otherwise adversely affects an individual's employment or event participation opportunities.
 - Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Reporting an Incident of Harassment, Discrimination, or Retaliation

WCUF strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to WCUF policy or who have concerns about such matters should submit a written report regarding their complaints to their immediate supervisor, manager, or Human Resources immediately and before the conduct becomes severe or pervasive.

If an individual feels that his or her physical safety is in jeopardy, WCUF encourages the individual to contact the appropriate law enforcement agency to make a report.

Any reported allegations of harassment or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved as well as witnesses to the conduct.



WCUF will maintain confidentiality to the extent consistent with appropriate investigation and corrective action.

If it is determined that an individual has engaged in prohibited conduct, WCUF shall determine the appropriate action to be taken, which may include, but is not limited to:

- Expulsion from the WCUF event without warning or refund.
- Implementation of conditions upon attendance at future WCUF events.
- Removal of the individual as a Board or committee member.
- Restriction from attendance at future WCUF events.
- Restriction from speaking at future WCUF events.
- Or such other action as is necessary, in WCUF's sole discretion, to address the action or behavior and assure it does not occur again in the future.

Retaliation is Prohibited

WCUF prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Acts of retaliation should be reported immediately and will be promptly addressed.