

## Volunteer CHECKLIST

	FORM	Volunteers	COMPLETED BY
o	<b>VOLUNTEER CANDIDATE Form</b>	<b>All</b>	<b>Applicant</b>
o	<b>Child Abuse Prevention</b>	<b>All</b>	<b>Applicant &amp; Branch</b>
o	<b>Background Check has cleared</b>	<b>All</b>	<b>See below</b>
o	<b>Sexual Harassment Policy</b>	<b>All</b>	<b>Applicant &amp; Branch</b>
o	<b>Rights and Responsibilities</b>	<b>All</b>	<b>Applicant &amp; Branch</b>
o	Description of specific volunteer responsibilities		Applicant & Branch
o	Elder Abuse Prevention*	Senior Housing/Third Age	Applicant & Branch
o	Conduct, Reporting, Confidentiality Agreement	All	Applicant
o			

The above is a list of paperwork all new volunteers should complete before they can begin. **All items in bold are required.**

The Background Check is to be conducted **before a volunteer begins**, sent to HR with signed application. It must be signed by guardian if applicant is under 18 years old. No applicant may begin prior to receiving an "eligible" background check. Please send a copy of all paperwork to the Employment Department or fax to 312-447-7575.

For questions, contact the Employment Department at 312.932.1200.

Interns have some additional paperwork to complete. Please see the Internship Packet for the appropriate forms.

Volunteer Name \_\_\_\_\_ Date \_\_\_\_\_

Center \_\_\_\_\_ Supervisor \_\_\_\_\_

Program \_\_\_\_\_

Business Manager \_\_\_\_\_ Date \_\_\_\_\_

# YMCA of Metropolitan Chicago - Volunteer Candidate Form

## General Information

Name \_\_\_\_\_ Date \_\_\_\_\_  
First Middle Initial Last

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Social Security Number: \_\_\_\_\_

Address \_\_\_\_\_  
(street number and name, city, state, zip code)

Telephone #: \_\_\_\_\_  Home  Work  Cell

Telephone #: \_\_\_\_\_  Home  Work  Cell

Email Address \_\_\_\_\_  Home  Work

Current Occupation \_\_\_\_\_ Employer/School \_\_\_\_\_

Have you ever volunteered for a YMCA or been employed by a YMCA? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please indicate which YMCA(s), what you did there and when:

YMCA/City, State      Job/Volunteer Assignment      Dates Employed or Dates Volunteered

1.

2.

Have you been convicted of any criminal offense (other than a juvenile offense which has been expunged from your record), or have you been released from prison in the last 10 years?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe in full:

Why do you want to volunteer? (please check all that apply)

\_\_\_ Do something good      \_\_\_ Meet new people      \_\_\_ Court-ordered community service

\_\_\_ Use or develop skills      \_\_\_ Gain experience in a desired field of work

\_\_\_ Internship requirements      \_\_\_ School graduation requirements

\_\_\_ Religious/faith program requirements

\_\_\_ Other (please specify) \_\_\_\_\_

## Availability/Location Preference

Specify the YMCA location(s) at which you prefer to volunteer: \_\_\_\_\_

How many hours per week do you wish to commit to a YMCA volunteer assignment? \_\_\_\_\_

If not a weekly volunteer assignment, what schedule can you commit to? \_\_\_\_\_

How long will your initial commitment to YMCA volunteer work be?

\_\_\_ six months

\_\_\_ a year

other: \_\_\_\_\_



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Please print clearly

# YMCA of Metropolitan Chicago - Volunteer Candidate Form

Please use the grid below to indicate your current availability for a YMCA volunteer assignment.

Time of Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
morning							
afternoon							
evening							

## Education/Skills/Qualifications

Education:

School (include city & state)	Graduated (Y/N)	Degree

Training, Formal Education, Certifications or Experience you can apply as a YMCA Volunteer \_\_\_\_\_

What are your volunteer interests? *(Check all that apply)*

- |                     |       |                     |       |
|---------------------|-------|---------------------|-------|
| Child Care          | _____ | Committee Work      | _____ |
| Health & Fitness    | _____ | Fundraising         | _____ |
| Aquatics            | _____ | Special Events      | _____ |
| Sports/Coaching     | _____ | Mentoring           | _____ |
| Teens               | _____ | Tutoring            | _____ |
| Administrative      | _____ | Buildings & Grounds | _____ |
| Membership Services | _____ | Other               | _____ |

## References

Please supply work, volunteer or personal references. Do not list relatives or household members.

Name	Relationship	Email	Phone Number (s)
1.			
2.			
3.			

## Emergency Contact Information

In case of emergency, who should we contact (name, relationship to you, phone number[s])?

\_\_\_\_\_



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FOR HEALTHY LIVING  
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# YMCA of Metropolitan Chicago - Volunteer Candidate Form

## Voluntary Self Identification

*The information you provide will be used solely for reporting and statistical analysis purposes. Although we would greatly appreciate your voluntary cooperation, refusal to supply this information will not subject any applicant or volunteer to adverse treatment.*

### CLASSIFICATIONS SPECIFIED BY THE DEPARTMENT OF LABOR:

- White (Non-Hispanic)     Asian or Pacific Islander     Black     Two or more races  
 American India or Alaskan Native \_\_\_\_\_  Hispanic

### VOLUNTARY IDENTIFICATION IN OTHER AREAS: (please check all that apply)

- Male     Female  
 Disabled

### IF YOU ARE A VETERAN PLEASE COMPLETE THE SECTION BELOW. (please check all that apply)

Date of Discharge: \_\_\_\_\_

- Veteran of the Vietnam Era     Other Protected Veteran     Disable Veteran

I certify that the information contained herein is correct to the best of my knowledge and understand that falsification of information or omission of significant information may be grounds for dismissal. I authorize the YMCA of Metropolitan Chicago to investigate and verify the information I have submitted on this candidate form. I agree to comply with the rules and regulations of the YMCA of Metropolitan Chicago and acknowledge that these rules and regulations may be changed at any time, at the YMCA's sole option and without prior notice.

I HEREBY ASSUME FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE OR LOSS, regardless of severity, that I or my minor child/ward may sustain from my or my minor child/ward's presence in, upon or about the premises or while using or observing the premises or any facilities or equipment, or participating in any program affiliated with the YMCA without respect as to location, and I, for myself, any personal representatives, assigns, heirs and next of kin, HEREBY FULLY RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the YMCA of Metropolitan Chicago, its operating centers, their respective officers, directors, Board of Managers, Trustees, members, volunteers, employees or agents and each of them from any and all claims for injuries, damages or loss that I or my minor child/ward may have or which may accrue to me or my minor child/ward.

**Volunteer Candidate Signature** \_\_\_\_\_ Today's Date \_\_\_\_\_

**Signature of Volunteer Candidate's Parent or  
Legal Guardian (if under 18)** \_\_\_\_\_ Today's Date \_\_\_\_\_



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**Volunteer Candidate Signature** \_\_\_\_\_ Today's Date \_\_\_\_\_

**Signature of Volunteer Candidate's Parent or  
Legal Guardian (if under 18)** \_\_\_\_\_ Today's Date \_\_\_\_\_



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
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Please print clearly

Fax to: 312-447-7640  
No fax cover letter is necessary  
Please print clearly  
Last updated 1/1/2010

**HR use Only:**  
 Background  
 Database  
 Applicant Tracking  
Date Entered: \_\_\_/\_\_\_/\_\_\_  
Date Returned: \_\_\_/\_\_\_/\_\_\_

## **BACKGROUND INQUIRY AUTHORIZATION**

Pursuant to the federal Fair Credit Reporting Act, I hereby authorize YMCA of Metropolitan Chicago and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for employment, promotion, reassignment or retention as an employee, contractor or intern/volunteer. I understand the scope of the following areas: verification of Social Security number; current and previous residences; employment history, including all personnel files; education; references; credit history and reports; criminal history, including records from any criminal justice agency in any and all federal, state or county jurisdictions; birth records; motor vehicle records, including traffic citations and registration; and any other public records.

I hereby authorize without reservation, any party or agency contacted by this employer to furnish the above mentioned information. I have the right to make a request of IntelliCorp Records, Inc, upon proper identification and the payment of any authorized fees, for the information in its files on me at the time of my request. I further authorize ongoing procurement of the above mentioned reports at any time during my employment.

Requisition #: \_\_\_\_\_ Position applied for: \_\_\_\_\_ YMCA Center: \_\_\_\_\_

Please Check one: Contractor  Employee  Intern/Volunteer

Full Name (Including middle name): \_\_\_\_\_

Maiden Last Name: \_\_\_\_\_ Other or former names: \_\_\_\_\_

Current Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: Month \_\_\_\_ Day \_\_\_\_ Year \_\_\_\_

Drivers License: State \_\_\_\_ DL#: \_\_\_\_\_

- Have you ever been convicted of a felony?  Yes  No  
(You are not obligated to disclose sealed or expunged records of convictions or arrests)

If yes, provide Case Number, Date of Action, Disposition, Place of Occurrence (i.e. City and State), Current Status:

\_\_\_\_\_  
\_\_\_\_\_

- Have you lived in another state in the past 7 years? If yes, list city & state: \_\_\_\_\_

- Have you ever worked for the YMCA of Metropolitan Chicago?  Yes  No - When? \_\_\_\_\_

***I certify that I have read and understood the foregoing language and understand that information obtained as a result of my authorizing this investigation is confidential. I agree to hold IntelliCorp Records, Inc. and the YMCA of Metropolitan Chicago harmless regarding any information that is obtained during the inquiry.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Legal Guardian (if under 18 years old)

\_\_\_\_\_  
Date



## The Rights & Responsibilities of a YMCA Volunteer

### As a YMCA volunteer, you have a right...

- To be treated as a partner and coworker, not as free help.
- To a meaningful assignment, with consideration for your individual interest, skills and life experiences.
- To be kept in the know about the YMCA's programs, policies and people through frequent communications that may include conversations, meetings, memos, newsletters, emails and text messages.
- To orientation and training for the job that is thoughtfully planned and effectively presented.
- To continuing education and training, including information about new developments and training for greater responsibility.
- To sound guidance and direction by someone who is experienced, well-informed, patient and thoughtful and who has the time to invest.
- To be treated respectfully and to be given equal consideration for all volunteer assignments, regardless of age, income, disabilities, sex, background or religion.
- To a variety of experiences through promotion to assignments of more responsibility, through transfer from one assignment to another, and through special assignments.
- To be heard, to have a part in planning, to feel free to make suggestions, and to have respect shown for an honest opinion.

### As a YMCA volunteer, you have a responsibility...

- To have at heart the interests of the kids, families, adults and communities the YMCA serves.
- To understand the YMCA's mission and goals, realizing that the association has accepted your voluntary service and participation in order to achieve those goals.
- To abide by the commitments you make, doing what you say you will, when you say you will.
- To speak up, asking questions and sharing ideas, enthusiasm, and concerns.
- To accept supervision, knowing that everyone is accountable to someone: the staff to the executive director, the Executive Director to the CEO, and the Board the board to the community.
- To offer criticism constructively, seeking to understand before judging.
- To continue to grow and to learn more about the job, the YMCA, and the YMCA way.
- To recognize that a nonprofit does not mean non-competent; both YMCA paid staff members and volunteers have talents and gifts to exchange with each other.
- To treat all people with loving kindness and open communication, regardless of age, income, ability, background, sex or religion.
- To act as a responsible member of our YMCA family, learning the give and take necessary for the common good.
- To become a voice for the community in the Y and a voice for the Y in the community.
- To seek joy in your volunteer service; having fun is an essential part of volunteering at the YMCA.

## YMCA of Metro Chicago Volunteer Commitment Statement

Volunteers are a welcome and enriching aspect of YMCA Programs. The achievement of our mission and goals is best served by the active participation of citizens from our community.

### **Volunteer Rights and Responsibilities**

Volunteers are viewed as a valuable resource to the YMCA, its staff and its clients. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as equal colleagues, the right to effective supervision, the right to full involvement and participation, and the right to recognition for work done. In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the mission, goals and procedures of the Metro Chicago YMCA.

### **The Definition of a YMCA Volunteer**

A YMCA volunteer is defined as anyone who willingly gives time to help the YMCA accomplish its mission without receiving any compensation or special privileges of any kind from the YMCA.

### **Confidentiality**

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information they are exposed to while serving as a volunteer, whether this information involves an individual staff, volunteer, client, or other person, or involves overall agency business. Failure to maintain confidentiality may result in termination of the volunteer's relationship with the YMCA or other corrective action.

### **Dress Code**

As representatives of the YMCA of Metro Chicago, volunteers, like staff, are responsible for presenting a good image to clients and the community. Volunteers shall dress appropriately for the conditions and performance of their duties. Volunteers must wear their identification badges when volunteering in programs.

### **Conflict of Interest**

No person who has a conflict of interest with any activity or program of the YMCA, whether personal, philosophical, or financial shall be accepted or serve as a volunteer with the YMCA.

I have carefully read this volunteer commitment statement and understand that any violation of this volunteer commitment statement may result in termination.

Volunteer Candidate Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

Printed Volunteer Name \_\_\_\_\_

Signature of Volunteer Candidate's  
Legal Guardian (if under 18) \_\_\_\_\_ Today's Date \_\_\_\_\_

Supervisor or  
Business Manager Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

Printed Supervisor/Business Manager Name \_\_\_\_\_

YMCA of the USA  
Child Abuse Prevention Training for Front-Line Staff

Handout 10—Code of Conduct  
(for YMCA Staff and Volunteers)

1. To protect YMCA staff, volunteers, and program members, at no time during a YMCA program may a staff person be alone with a single child where he or she cannot be observed by others. As staff supervise children, they should space themselves in such a way that other staff can see them.
  
2. Staff shall never leave a child unsupervised.
  
3. Rest-room supervision: Staff will make sure the rest room is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway of the rest room while children are using the rest room. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip or at other off-site location. Always send children in threes (known as the rule of three), and whenever possible, with staff.
  
4. Staff should conduct or supervise private activities in pairs—diapering, putting on bathing suits, taking showers, and so on. When this is not feasible, staff should be positioned so that they are visible to others.
  
5. Staff shall not abuse children in any way, including
  - physical abuse—striking, spanking, shaking, slapping, and so on;
  - verbal abuse—humiliating, degrading, threatening, and so on;
  - sexual abuse—touching or speaking inappropriately;
  - mental abuse—shaming, withholding kindness, being cruel, and so on;
  - neglect—withholding food, water, or basic care.

No type of abuse will be tolerated and may be cause for immediate dismissal.

6. Staff must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (when necessary to protect the child or other children from harm), administered only in a prescribed manner, and must be documented in writing.

7. Staff will conduct a health check of each child upon his or her arrival each time the program meets, noting any fever, bumps, bruises, burns, and so on. Questions or comments will be addressed to the parent or child in a nonthreatening way. Staff will document any questionable marks or responses.
8. Staff will respond to children with respect and consideration and treat all children equally, regardless of sex, race, religion, culture, economic level of the family, or disability.
9. Staff will respect children's rights not to be touched or looked at in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
10. Staff will refrain from intimate displays of affection toward others in the presence of children, parents, and staff.
11. Staff are not to transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.
12. Staff must appear clean, neat, and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Possession or use of any type of weapon or explosive device is prohibited.
16. Using YMCA computers to access pornographic sites, send e-mails with sexual overtones or otherwise inappropriate messages, or develop online relationships is not allowed.
17. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited.
18. Staff may not be alone with children they meet in YMCA programs outside the YMCA. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to prior administrator approval.

19. Staff must be free of physical and psychological conditions that might adversely affect children’s physical or mental health. If in doubt, an expert should be consulted.
20. Staff will portray a positive role model for youth by maintaining an attitude of loyalty, patience, courtesy, tact, and maturity.
21. Staff should not give excessive gifts (e.g., TV, video games, jewelry) to youth.
22. Staff may not date program participants who are under the age of 18.
23. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).
24. Staff are to report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct.
25. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.
26. Staff will act in a caring, honest, respectful, and responsible manner consistent with the mission of the YMCA.

I understand that any violation of this Code of Conduct may result in termination.

\_\_\_\_\_  
Employee, Volunteer or Intern Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee, Volunteer or Intern Print Name

\_\_\_\_\_  
Supervisor, Hiring Manager or Human Resources Signature

\_\_\_\_\_  
Date



## NOTICE TO ALL EMPLOYEES

### Harassment Policy

#### Policy

It is the policy of the YMCA that harassment on the basis of protected classification (race, creed, color, religion, sex, national origin, marital status, status with regard to public assistance, disability, age, membership on a local human rights commission and sexual orientation), including sexual harassment, is prohibited.

Such harassment violates the law, creates an offensive working environment, decreases productivity, adversely affects positive working relationships, increases costs to the organization and tarnishes the image of the organization and everybody associated with it.

#### Guidelines

##### Definition of Harassment

No employee of the YMCA may engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of that person's race, creed, color, religion, sex, national origin, marital status, status with regard to public assistance, disability, age, membership on a local human rights commission or sexual orientation, or that of the person's relatives, friends or associates, if the conduct:

- Has the purpose or effect of unreasonably interfering with the person's work performance; or
- Otherwise adversely affects that person's employment opportunities.

The following are examples of prohibited harassment. Please note that these are not the only examples. If you have a question about whether conduct is permissible under this policy, you should discuss it with your supervisor or with Human Resources.

- Epithets, slurs or negative stereotypes;
- Intimidating or hostile acts based upon protected classification;
- Written or graphic material that denigrates or shows hostility or aversion to persons of a protected classification and that is posted or circulated on YMCA property.

One form of prohibited harassment is sexual harassment. Sexual harassment is defined as:

- Making as a condition of employment or continuing employment either unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature; or
- Making submission to or rejection of such conduct the basis for employment decisions affecting an employee; or
- Creating an intimidating, hostile or offensive working environment or otherwise substantially interfering with an individual's employment by such conduct; or
- Retaliating against an employee for complaining about such conduct.



YMCA of Metropolitan Chicago

## NOTICE TO ALL EMPLOYEES

### Harassment Policy

The following are examples of sexual harassment. Please note that these are not the only examples:

- Unwelcome sexual flirtations, propositions, and invitations to social events;
- Offensive physical contact or physical closeness;
- Use of words of a sexual nature describing body parts or sexual acts, telling "suggestive" jokes or stories, and conversations about sexual exploits or sexual desires;
- Displaying in the workplace sexually suggestive objects, pictures, cartoons, or representations of any action or subject which is sexual in nature and which can be perceived as offensive;
- Sabotaging an employee's character, reputation, work effects, or property because of sex;
- Direct or indirect suggestions that an employee's job security, job assignment, conditions of employment or opportunities for advancement depend in any way on the granting of sexual favors or relations.

If you have a question about whether conduct is permissible under this policy, you should discuss it with your supervisor, or Human Resources.

The YMCA recognizes that consensual relationships sometimes exist between employees which are, or have the potential of becoming, sexual in nature. The YMCA strongly discourages such relationships, particularly those in which differences in age, background, or other characteristics of the two individuals compromise the ability of either one to make an informed decision about participating in the relationship. Such relationships between a supervisor and subordinate are expressly prohibited.

#### **Complaints Relating to Prohibited Harassment**

An employee who believes he or she has been subject to harassment prohibited by this policy should report the incident immediately to your supervisor or Human Resources.

The complaining employee will be asked to put the facts surrounding the offensive conduct or communication in writing. Thereafter, the investigation may include interviews with the employee making the charges, the accused employee, or appropriate witnesses, depending upon the individual circumstances of the matter.

Determination of whether prohibited harassment occurred will be made on a case-by-case basis, depending upon the circumstances of the matter, including the type of harassment alleged, the context in which the alleged harassment occurred and any other facts deemed relevant. The employee making the complaint will be advised of the final disposition of the matter.



YMCA of Metropolitan Chicago

## NOTICE TO ALL EMPLOYEES

### Harassment Policy

#### Penalties for Prohibited Harassment

A violation of this policy may be grounds for immediate discipline, up to and including discharge, or other appropriate action. Sanctions, if any, will be determined on a case-by-case basis, after a review of relevant information.

#### For More Information

Any questions regarding your obligations and those of others under this Policy should be directed to the Human Resources Department.

*I acknowledge that I have read the above policy and fully understand its components. I also acknowledge that I have been given a copy for my records and the signed original will remain on file with my personnel records.*

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Center/Location # \_\_\_\_\_