

Wisconsin Alumni Association
Volunteer Alumni Dispute Resolution Policy
2.17.2014

The Wisconsin Alumni Association (WAA) is committed to an environment where all persons are treated with respect and dignity. The WAA has therefore adopted a Dispute Resolution Policy to establish a comprehensive method of resolving volunteer concerns at chapters that builds trust and produces prompt and fair resolutions.

The Dispute Resolution Policy may be used to resolve issues regarding any condition of volunteer involvement or the application, meaning or interpretation of any volunteer resource policy or procedure that affects the work activity of a volunteer. Volunteers are strongly encouraged to follow the steps listed below to discuss any concerns with their local board or their WAA Staff Support or Supervisor.

Step One:

The volunteer should promptly report a concern to his or her volunteer supervisor, who will investigate the matter and take appropriate action. Any volunteer supervisor who receives a concern alleging a violation of the *WAA Equal Rights Statement* (see below) will also notify the appropriate WAA Chapter Representative or WAA Director of Constituent Relations, immediately.

If the concern the volunteer is having involves his or her volunteer supervisor, the volunteer should report his or her concern to the next level of management at WAA who will review the situation.

Step Two:

If the problem is not resolved in Step One, the volunteer is encouraged to seek assistance from the WAA Constituent Relations, Managing Director. In an effort to resolve the problem, WAA Constituent Relations, Managing Director will consider the facts, conduct an investigation, review the findings and recommendations and respond back to the volunteer and the volunteer will be asked to put the concern in writing and provide appropriate documentation.

Step Three:

If the volunteer is not satisfied with the decision of the WAA Managing Director, he or she may prepare a written summary of the concerns and request that the matter be reviewed by the {WAA/UWF Vice President for Human Resources} and the {WAA President and Chief Engagement Officer}. In these instances the decision of the WAA President for HR and Chief Engagement Officer is final.

No volunteer will be retaliated against for acting in good faith to report a potential issue or for assisting in the investigation of a possible issue. If at any time during the process or investigation, the WAA concludes that a volunteer has filed a claim in bad faith, has refused to cooperate in an investigation of an issue, or has provided false information regarding an issue, disciplinary action up to and including termination from volunteer service may be taken.

The WAA reserves the right to continue or suspend review of an issue if the volunteer raising the issue files a charge or complaint with an external agency or terminates volunteer involvement.

WAA Equal Rights Statement

Equal Opportunity

The Wisconsin Alumni Association provides equal opportunities for all volunteers regardless of race, color, sex, age, religion, national origin, sexual orientation, marital status or any other basis prohibited by state or federal laws.

Harassment Policy

The purpose of this policy is to affirm the Wisconsin Alumni Association's commitment to maintaining an environment free from discrimination and unlawful harassment. The association does not condone sexual harassment, or any other harassment prohibited by law. Any such harassment violates the policy of the association and will not be tolerated. State and federal laws prohibit harassment of volunteers by other volunteers, volunteer supervisors, staff, managers or officers, and by clients, visitors, vendors or contractors. Prohibited harassment is harassment based on the categories in the Equal Opportunity Statement. Such prohibited harassment includes, but is not limited to, making comments or jokes using any of the above attributes with regard to a volunteer and making gestures or vulgar, offensive or demeaning remarks about any such attributes where the intended result is to adversely affect a volunteer's conditions or environment.

Sexual Harassment

Sexual harassment is a form of sex discrimination. It includes unwelcome conduct of a sexual nature directed at a member of the opposite sex or the same sex. Sexual harassment means: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's volunteering, (2) submission to or rejection of such conduct by an individual is used as the basis for volunteering decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive environment.

Unwelcome comments, jokes, pictures, remarks or questions — whether oral, in writing or sent via e-mail — that are sexual in nature or content can qualify as sexual harassment. Making obscene or lewd remarks or gestures, or unwanted touching or brushing against someone else can also be sexual harassment. This kind of conduct is improper even if there is no intent or purpose to offend someone. The volunteer space, including off-premises chapter events, business meetings, or business meals or get-togethers, are all places where this conduct should not occur.