**NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY**

The Foundation is committed to a work environment in which all individuals are treated with respect and dignity. The Foundation does not tolerate and prohibits verbal or physical conduct by any employee that harasses, bullies, disrupts, or interferes with another’s work performance or that creates an intimidating, offensive, or hostile environment. Harassment on the basis of an employee's race, creed, color, national origin, age, sex/gender identity, marital status or the presence of a sensory, physical, or mental disability, or any other basis prohibited by local, state, or federal laws, is a violation of the Foundation’s policy.

You have the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment and bullying. Therefore, the Foundation expects that all relationships among persons in the workplace are professional and free of bias, prejudice, bullying and harassment.

Prohibited harassment includes comments, slurs, jokes, innuendos, cartoons, pranks, physical harassment, etc .which are derogatory on the basis of the employee's protected class membership, or which are promoted by the employee's protected class.  Harassment also includes negative actions based upon an employee's participation and activities identified with or promoting the interest of a protected group. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature. An employee has the right to use a language other than English and to adhere to culture and ethnic customs without being subjected to harassment.

Leadership has the responsibility of keeping the workplace free of any form of harassment, including sexual harassment. No person in leadership is to threaten or insinuate, either explicitly or implicitly, that an employee’s refusal or willingness to submit to sexual advances will affect the employee’s terms or conditions of employment.

Any employee who believes that a supervisor, manager, other employee, or non-employee’s actions or words constitute unwelcome harassment has a responsibility to report the situation immediately. The Foundation expects any supervisor, manager, or employee who is given information indicating that this policy has been violated by any person to report such information to the employee’s supervisor. If the complaint is about the employee’s supervisor, then it is to be reported to the Executive Director. If the complaint is about the Executive Director, it is to be reported to the Board President. Employees always have a viable means to report violations of this policy, and should never feel otherwise.

Complaints of harassment will be handled and investigated under the Foundation’s complaint policy (see Complaint Procedures in Section 4).