

## **Equal Employment Opportunity Policy Statement**

Equal employment opportunity has been, and will continue to be, a fundamental principle of JFNA, where employment is based on personal capabilities and qualifications. As such, JFNA will not discriminate and will take affirmative action measures to ensure against discrimination and harassment in employment decisions regarding employees and job applicants for employment on the basis of race, ethnicity, color, sex, gender, national origin, alienage or citizenship status, ancestry, age, religion, creed, physical or mental disability, medical condition, family medical leave status, pregnancy, childbirth and related conditions, marital or domestic partner status, military or veteran's status, sexual orientation, gender identity or gender expression, genetic information, predisposition or carrier status, status as a victim of domestic violence, or any other category protected by federal, state, or local law. This equal employment opportunity policy applies to all terms and conditions of employment, including, but not limited to recruitment, advertisements for employment, compensation, discipline, termination, promotions, and changes in position classification. Additionally, JFNA expects all JFNA employees, regardless of position, to adhere to JFNA's policy of equal employment opportunity and non-discrimination.

It is the responsibility of all employees to further the implementation of this policy and ensure conformance herewith. Employees in a leadership position as well as those responsible for hiring new employees must take all necessary action to ensure that all employment actions comply with this policy. The following principles will guide our work:

- We will strive to achieve the highest standards of performance, service and excellence.
- We will treat each other with civility, respect, cordiality and fairness in all aspects of our work.
- We will refuse to engage in any form of discrimination or harassment. We are committed to creating an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors and vendors.
- We will communicate candidly, honestly and openly in the statement of any material facts related to our work.
- We will be loyal to JFNA and its mission.

This policy covers all JFNA employees in the United States. Any type of unlawful discrimination, harassment, or retaliation, whether engaged in by fellow employees, supervisors or managers, or by non-employees with whom the employees come into contact in the course of employment (e.g., JFNA service providers, contractors, affiliated organizations, service population), is contrary to this policy and is prohibited. JFNA encourages the reporting of all incidents of discrimination, harassment, or retaliation, regardless of who the offender may be. Supervisors or managers are required to report any actual or potential violation of this policy to Human Resources.

In addition, any type of unlawful discrimination, harassment or retaliation toward candidates for JFNA employment, JFNA service providers or affiliated organizations (including their employees), service population, volunteers, interns, vendors, or any other nonemployee with whom JFNA has a relationship is contrary to this policy and is prohibited.

An employee who feels that he or she has been discriminated against on the basis of any of the characteristics identified above, should notify Human Resources, which will conduct and document a prompt and thorough investigation that provides appropriate due process to all parties involved and that will reach reasonable conclusions based on the evidence collected. JFNA will endeavor to maintain confidentiality throughout the investigatory process to the extent practical and appropriate under the circumstances. Employees may raise good faith concerns and make good faith reports of potential violations of this policy without fear of reprisal. Anyone found to be engaging in any type of discrimination or unlawful retaliation will be subject to disciplinary action, up to and including termination of employment.