



The JT Dorsey Foundation Non-Discrimination and Anti-Harassment Policy

It is the policy and commitment of *The JT Dorsey Foundation* that it does not discriminate on the basis of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including gender, pregnancy, sexual orientation, and gender identity), age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law. *The JT Dorsey Foundation* will take positive action to assure the fulfillment of this policy.

Equal Employment Opportunity

The JT Dorsey Foundation is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practice laws. *The JT Dorsey Foundation* strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including gender, pregnancy, sexual orientation, and gender identity), age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law. All employees, other workers, and representatives of *The JT Dorsey Foundation* are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

The JT Dorsey Foundation complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, and all applicable state or local law. Consistent with those requirements, *The JT Dorsey Foundation* will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. If you believe you need an accommodation, please refer any such request to the Executive Director, a supervisor, and/or to any member of the Board. *The JT Dorsey Foundation* will also, where appropriate, provide reasonable accommodations for an employee's religious beliefs or practices.

Discriminatory Harassment

The JT Dorsey Foundation strictly prohibits and does not tolerate unlawful harassment against employees, other workers, clients, or any other covered persons because of race, religion, creed, national origin or ancestry, sex (including gender, pregnancy, sexual orientation, and gender identity), age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law.

Such harassment includes harassment that is:

- Verbal (for example, epithets, derogatory statements, slurs, derogatory comments, or jokes).
- Physical (for example, assault or inappropriate physical contact).
- Visual (for example, displaying derogatory posters, cartoons, or drawings, or making derogatory gestures).
- Online (for example, derogatory statements or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.).

This list is illustrative only, and not exhaustive. No form of harassment will be tolerated. Harassment is prohibited both at the workplace and at employer-sponsored events.

Protection Against Retaliation

No one will be subject to, and *The JT Dorsey Foundation* prohibits, any form of discipline, reprisal, intimidation, or retaliation for good faith reports or complaints of incidents of discrimination or harassment of any kind, pursuing any discrimination or harassment claim, or cooperating in related investigations.

The JT Dorsey Foundation is committed to enforcing this policy against all forms of discrimination and harassment. However, the effectiveness of our efforts depends largely on employees telling us about inappropriate workplace conduct. If employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately. If employees do not report discriminatory conduct or harassment, *The JT Dorsey Foundation* may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

Complaint Procedure

Issues of discriminatory treatment, harassment, or retaliation on any of these bases should immediately be reported to the Executive Director and/or a member of the Board. Any reported allegations of discrimination, harassment, or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, when necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. If substantiated, prompt action will be taken.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Violations of this Policy

Any employee, regardless of position or title, whom *The JT Dorsey Foundation* determines has subjected an individual to discrimination, harassment, or retaliation in violation of this policy will be subject to discipline, up to and including termination of employment.

This policy is not intended to restrict communications or actions protected or required by state or federal law.