

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

*(Adopted December 8, 2005)*

### **I. Statement**

It is the Foundation's policy to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, status as a Vietnam-era or special disabled veteran or any other protected status in accordance with applicable District of Columbia or federal laws.

In addition, the Foundation complies with all applicable District of Columbia law governing non-discrimination in employment. This policy applies to all terms and conditions of employment.

The Foundation will make reasonable accommodations in the employment of qualified individuals with disabilities where such accommodation does not create an undue hardship to the Foundation. Employees desiring an accommodation for these reasons should immediately contact the Executive Director of the Foundation or the President of the Foundation's Board of Directors for assistance.

The Foundation expressly prohibits any form of unlawful discrimination or harassment based on race, color religion, sex, sexual orientation, national origin, age, marital status, disability, personal appearance, familial status, family responsibilities, political affiliation, matriculation, source of income, place of residence or business, status as a Vietnam-era or special disabled person or any other protected status.

### **II. Complaint**

Any employee who believes that he or she has been discriminated against in any of the terms and conditions of employment or has experienced job-related harassment based on a protected status should immediately advise the Executive Director of the Foundation or the President of the Foundation's Board of Directors of the incident.

Colleagues should report the incident to the Executive Director of the Foundation or the President of the Foundation's Board of Directors. The matter will be investigated in a prompt and efficient manner and appropriate action will be taken.

### **III. Retaliation**

No employee shall be subject to retaliation by an employee or Director of the foundation for filing a complaint or participating in a discrimination harassment investigation. Failure to comply with the provisions of this policy may result in disciplinary action, up to and including, termination.