

## **EQUAL EMPLOYMENT OPPORTUNITY**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Foundation will be based on merit, qualifications, and abilities. The Foundation does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual preference or any other characteristic protected by law.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor. Employees can raise concerns and make reports without fear of reprisal. Complainants may also, in certain cases, submit grievance claims to the Equal Employment Opportunity Commission and follow the Commission's complaint procedures. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## **AMERICANS WITH DISABILITIES ACT**

The Foundation is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. The Foundation will not discriminate against a qualified employee or applicant with regard to any terms or conditions of employment because of the individual's disability or perceived disability as long as the employee or applicant can perform the essential functions of the position. The Foundation will endeavor to provide reasonable accommodations for a qualified individual with a disability, as defined in the ADA, who has made the Foundation aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Foundation (as defined in the ADA). Such reasonable accommodation shall be provided in accordance with the ADA and other applicable laws. An employee seeking medical accommodation must submit a written request for the accommodation directly to the HR Department/myHR Partner. Please refer to Appendix D for the Reasonable Accommodation Procedure and Appendix E for the ADA Reasonable Accommodation Request Form.

## **RELIGIOUS ACCOMMODATION POLICY**

The Foundation respects the religious beliefs and practices of all employees and will make, on request, accommodation for such observances when reasonable accommodation is available that does not create an undue hardship on the Foundation's business. An employee whose religious beliefs or practices conflict with his or her job, work schedule, or with the Foundation's policy or practice on dress and appearance, or with other aspects of employment, and who seeks a religious accommodation must submit a written request for the accommodation directly to the HR Department/myHR Partner his or her immediate supervisor. Please see Appendix D for the Reasonable Accommodation Procedure and Appendix F for the Religious Accommodation Request form.

## **IMMIGRATION LAW COMPLIANCE**

The Foundation is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the Form I-9 if they have not done so within three years prior to their rehire, or if their previous I-9 is no longer retained or valid.