

ADAMS COUNTY COMMUNITY FOUNDATION

EQUAL EMPLOYMENT OPPORTUNITY POLICY

ADAMS COUNTY COMMUNITY FOUNDATION is committed to providing equal employment opportunities to all employees and applicants for employment. Accordingly, all terms and conditions of employment will be carried out without regard to race, creed, color, religion, gender, sexual preference, nationality, marital status, age, or disability. **ADAMS COUNTY COMMUNITY FOUNDATION** will not tolerate acts deemed to constitute discrimination or harassment based on gender, sexual preference, race, color, religion, national origin, marital status, age, disability, or any other characteristic protected by law.

ADAMS COUNTY COMMUNITY FOUNDATION's procedure for responding to individual discrimination complaints is guided by the regulations of the Pennsylvania Human Relations Commission and the Equal Employment Opportunity Commission. These procedures are posted in areas throughout **ADAMS COUNTY COMMUNITY FOUNDATION**. Any employee or applicant for employment who believes that unlawful discrimination has occurred must consult with the director of human resources or the director's designee within a reasonable period of time following the alleged discriminatory action. The Human Resources Department will then conduct an investigation and advise the employee or applicant of the findings or of any remaining steps that may be taken.

NOTE:

This policy is based upon a variety of federal and state laws and regulations. There may be a state human rights law that covers employers of a certain size. Some local jurisdictions have additional requirements or may cover employers with as few as one employee. You should consult with a local attorney or a specialist in employment law before finalizing this policy.

Please be aware that an equal employment opportunity statement is not the same as an affirmative action plan. An affirmative action plan is required by law (Executive Order 11246) of certain government contractors and recipients of federal funds (contractors or organizations that receive \$50,000 or more in federal funds and have more than 50 employees). A detailed affirmative action plan is a separate document from a statement in an employee handbook. Also, note that some funders may require an organization to have an affirmative action plan. Make sure that you are aware of and comply with all such requests.