



GREATER SALINA
**community
foundation**

NONDISCRIMINATION POLICY

The Greater Salina Community Foundation is committed to providing an inclusive and welcoming culture in which all individuals are treated with respect and dignity. The Foundation will not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age, marital status, family/parental status, political affiliation or any other legally protected characteristics at the federal, state and local level.

This policy applies to all activities of the Foundation, including but not limited to employment, selection of volunteers, grantmaking, purchasing and selecting vendors or consultants.

EMPLOYMENT

All individuals have the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the Greater Salina Community Foundation expects that all relationships among persons in the office will be business-like and free of explicit bias, prejudice, and harassment.

Equal Employment Opportunity

The Greater Salina Community Foundation provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age, marital status, family/parental status, political affiliation or any other legally protected characteristics at the federal, state and local level.

This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Harassment Policy

The Foundation has a “zero-tolerance” policy with respect to employee harassment, including sexual harassment, and expressly prohibits any form of employee harassment based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age, marital status, family/parental status, political affiliation or any other legally protected characteristics at the federal, state and local level.

Harassment is defined as any unwelcomed conduct where 1) the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile or abusive.

Offensive conduct includes, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.

Complaint Procedure

If an employee experiences any job-related harassment or believe they have been treated in an unlawful, discriminatory manner, they should promptly report the incident to the Director of Operations or Executive Director. If the Executive Director is the source of the complaint, the employee should report the incident to the Chairman of the Foundation’s Board of Directors, who shall then report to the Director of Operations.

This policy applies to all incidents of alleged harassment related to Foundation business, including any incident off-premises or outside of business hours. The alleged offender may be a supervisor, co-worker, or nonemployee that has a business relationship with the Foundation.

If the Foundation determines that an employee is guilty of harassing another individual, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

The Foundation prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. However, if, after investigating any complaint of harassment or unlawful discrimination, the Foundation determines that the complaint is not bona fide and was not made in good faith or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

GRANTMAKING

It is the policy of the Greater Salina Community Foundation to support organizations, projects and programs that do not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age, marital status, family/parental status, political affiliation or any other legally protected characteristics at the federal, state and local level.

The Foundation does not knowingly award grants to organizations that discriminate in their hiring, those they accept as volunteers or the clients they serve.