

RESPECT IN THE WORKPLACE

Effective Date: April 2021

It is the policy of the foundation to maintain a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere, and in a workplace that prohibits discrimination and harassment as well as retaliation against anyone who in good faith reports or participates in an investigation of discrimination or harassment. This policy, which includes Equal Employment Opportunity, Reasonable Accommodations, and Anti-Discrimination and Harassment provisions, is intended to educate individuals who work at or with the foundation about what may constitute discrimination, harassment, or retaliation and to notify everyone who works here that the foundation will not condone or tolerate discrimination, harassment, or retaliation. These policies also provide information regarding when individuals may be eligible to receive reasonable accommodations and how to request such accommodations, and establish a complaint procedure for anyone who may have been the subject of discrimination, harassment, or retaliation.

This policy applies to the foundation's employees, as well as any applicants, interns, trustees, and persons providing services pursuant to a contract, including but not limited to independent contractors, consultants, and vendors (referred to throughout this policy as "covered individuals").

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the foundation to ensure equal employment opportunity for all qualified covered individuals without discrimination on the basis of race, color, national origin, ancestry, alienage, citizenship, religion, creed, gender (including, without limitation, pregnancy, childbirth, breastfeeding or related medical conditions), self-identified or perceived sex, gender identity or expression, the status of being transgender, sexual orientation, sexual and reproductive health decisions, age, physical or mental disability, marital, familial, or partnership status, conviction or arrest record, unemployment status, military or veteran status, uniformed service, genetic predisposition or carrier status, status as a victim of domestic violence, sex offense or stalking, caregiver status, consumer credit history, or any other characteristic protected by law. The foundation prohibits and will not tolerate any such discrimination. This policy applies to all terms and conditions of employment or other work arrangement at the foundation including recruitment, advertisements for employment, hiring, training, promotion, transfer, performance evaluation, compensation, benefits, and termination.

ANTIDISCRIMINATION AND HARASSMENT

The foundation is committed to providing a work environment where all persons can work together comfortably and productively, free from unlawful discrimination and harassment.

In keeping with this commitment, harassment and inappropriate conduct of any form is prohibited. Harassment is conduct (including actions, words, jokes, or comments) that is unwelcome, uncomfortable to the recipient, or interferes with the recipient's ability to work because of a covered individual's race, color, national origin, ancestry, alienage, citizenship, religion, creed, gender (including pregnancy,

childbirth, breastfeeding or related medical conditions), self-identified or perceived sex, gender identity or expression, the status of being transgender, sexual orientation, sexual and reproductive health decisions, age, physical or mental disability, marital, familial, or partnership status, conviction or arrest record, unemployment status, military or veteran status, uniformed service, genetic predisposition or carrier status, status as a victim of domestic violence, sex offense, or stalking, caregiver status, consumer credit history, or any other characteristic protected by law. Harassment by (or directed at) covered individuals, grantees, and visitors is prohibited.

Accordingly, prohibited conduct includes a wide range of subtle or overt behaviors, including, but not limited to:

- Verbal harassment (epithets, derogatory statements, jokes, threats, slurs, whether spoken, in texts, emails or otherwise, that are sexually suggestive or demean an individual's race, gender, sexual orientation, religion, disability, age, national origin, or other personal characteristic protected by law);
- Physical harassment (unwelcome or inappropriate touching, patting, pinching, brushing against another's body, assault, physical threats or interference with one's work or movement);
- Visual harassment (leering, making a sexual gesture, texting, emailing, or otherwise displaying posters, cartoons, calendars, pictures, drawings, or other objects that are sexually suggestive or demean an individual's race, gender, sexual orientation, religion, disability, age, national origin, or other personal characteristic protected by law);
- Sexual innuendo and/or demands for sexual favors, unwelcome sexual statements or advances, or questions or conversations about sexual activities;
- Stereotyping by considering conduct or personality traits inappropriate because they do not conform to other people's ideas or perceptions about how one should look or act or by expecting an individual to act a certain way based on a personal characteristic protected by law; or
- Bullying (persistent behavior directed at another individual involving ridiculing or maligning that individual, name calling, abusive and offensive remarks, shouting or yelling, or attempts to humiliate that individual or sabotage that individual's work).

Harassment can occur regardless of whether the targeted individual accepts or rejects the advances or other offending behavior.

Conduct prohibited by this policy is unacceptable and forbidden in the workplace, whether it occurs on the foundation's premises or at any work-related setting outside the workplace, such as during business meetings, business-related social events, or business-related travel. In addition, employees are

reminded of their obligations under other foundation policies that inform employees on their conduct, including, without limitation, the Technology Acceptable Use policy.

Any of the above behaviors includes those using electronic media, including but not limited to blogs, text messages, e-mails, social networking sites, message boards, video conferencing and/or instant messaging, even if these occur away from the workplace premises, on personal devices or during non-work hours. Individuals should also be mindful of their conduct on social media sites and should not post anything about their co-workers or colleagues that may violate this policy, including sexist comments, discriminatory insults or comments, or obscenity.

Sexual Harassment constitutes unlawful discrimination under federal, state, and local laws. Sexual harassment is unwelcome conduct which is either of a sexual nature or is directed at an individual because of that individual's sex when: (i) submission to such conduct is either explicitly or implicitly a term or condition of an individual's employment or work arrangement; (ii) submission to or rejection of such conduct by an individual is used as a basis for employment or work decisions affecting such individual; or (iii) such conduct has the purpose or effect of interfering with an individual's work performance, subjecting the individual to inferior terms, conditions, or privileges of employment, or creating an intimidating, hostile or offensive work environment, even when the reporting individual is not the intended target of the sexual harassment.

Sexual harassment is prohibited by both applicable law and foundation policy. Sexual harassment is a form of misconduct and covered individuals who violate this policy, including supervisors and managers who are aware of sexual harassment but allow it to continue, are subject to discipline, including but not limited to warnings, reprimands, suspension, and/or termination. Sexual harassment by (or directed at) covered individuals, grantees, and visitors is prohibited.

While sexual harassment encompasses a wide range of subtle and not so subtle conduct, some examples of specifically prohibited conduct include, but are not limited to:

- A supervisor promising, directly or indirectly, an employee a benefit or reward if the employee complies with a sexually oriented request;
- A supervisor threatening, directly or indirectly, to retaliate against an employee if the employee refuses to comply with a sexually oriented request;
- Denying, directly or indirectly, an employee an employment-related opportunity if the employee refuses to comply with a sexually oriented request;
- Engaging in sexually suggestive physical contact, touching another employee in a way that is unwelcome or engaging in sexual advances (e.g., patting, pinching, brushing up against another's body);
- Leering, making a sexual gesture, or displaying, storing, or transmitting obscene, pornographic, sexually oriented or sexually subjective objects, pictures, cartoons, posters, or materials, whether or not using company equipment or facilities;
- Indecent exposure;

Also available as part of the eCourse

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