

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The International Gay and Lesbian Human Rights Commission (IGLHRC) is an equal opportunity employer.

IGLHRC's policy and practice is to provide equal employment opportunity for all qualified individuals without regard to age, race, ethnicity, color, class, creed, ancestry, religion, national origin, marital status, sex, gender identity, gender expression, sexual identity, sexual orientation, pregnancy, HIV status, mental or physical handicap or disability, relationship to public assistance, or any other protected characteristic as established by federal, state, or local law or ordinance. IGLHRC complies with all laws that prohibit discrimination in employment and any such discrimination will not be tolerated.

It is the policy and practice of IGLHRC to afford equal employment opportunity in all our personnel practices to all employees and applicants regardless of age, race, ethnicity, color, class, creed, ancestry, religion, national origin, marital status, sex, gender identity, gender expression, sexual identity, sexual orientation, pregnancy, HIV status, mental or physical handicap or disability, relationship to public assistance, or any other protected characteristic as established by Federal, state, or local law or ordinance.

Employees' questions or concerns regarding this policy should be referred to the Operations Manager. Appropriate disciplinary action up to and including termination of employment shall be taken against any employee violating this policy.

AMERICANS WITH DISABILITIES ACT POLICY STATEMENT

IGLHRC is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and analogous state and local laws. It is IGLHRC's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because such an individual's disability or perceived disability so long as the employee can perform the functions of the job. Consistent with this policy of nondiscrimination, IGLHRC will provide reasonable accommodation to a qualified individual with a disability, as defined by applicable laws, who has made IGLHRC aware of their disability.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Operations Manager. IGLHRC encourages individuals with disabilities to come forward and request reasonable accommodation. On receipt of an accommodation request, the Operations Manager and your supervisor will engage in an interactive process with you to identify the precise limitations resulting from the disability and potential accommodation that IGLHRC might make to help overcome those limitations.

POLICY AGAINST DISCRIMINATION AND HARASSMENT

IGLHRC supports the right of all persons to enjoy equal employment free from discrimination on the basis of sex, gender, sexual orientation, or gender identity. One form that discrimination takes is sexual harassment. Sexual harassment is a historical mode of

discrimination against women, but its victims may be any sex, gender, sexual orientation, or gender identity, depending on the distribution of power in the workplace and the status of victims and perpetrators. Sexual harassment is made possible by power imbalances; victims of harassment are generally in a minority in the workplace or in positions of relative powerlessness. Conduct or expression that might not be actionable outside the workplace may constitute harassment in the workplace precisely because of its hierarchical nature- employers and employees, supervisors and subordinates do not interact as equals- and because most people have to work to live.

Sexual harassment exists in any of the following situations:

Where an unwelcome sexual advance or unwelcome request for sexual favors is accompanied by an explicit or clearly implied threat of adverse job-related consequences should the advance be rebuffed or the request denied, or an explicit or clearly implied promise of beneficial job consequences should the advance be encouraged or request granted;

Where an employee suffers adverse job-related consequences for refusing a sexual advance or request for sexual favors or for discontinuing a sexual relationship;

Where employment opportunities or benefits are denied to persons who are qualified for that employment opportunity or benefit and granted to others because of another's engagement in sexual conduct with IGLHRC;

Where an employee is subjected to intentional unwanted physical contact of a sexual nature which is clearly offensive;

Where an employee's response to unwelcome sexual expression results in adverse job-related consequences;

Where conduct or expression is severe or pervasive enough to create unequal working conditions based on sex, gender, sexual orientation or gender identity by, among other things, significantly hindering a reasonable employee in performing their job because of the employee's sex, gender, sexual orientation, or gender identity, or significantly harming the employee's physical, mental or emotional well-being because of the employee's sex, gender, sexual orientation, or gender identity. Conduct or expression that meets this definition is actionable because of the unique characteristics of the workplace – including the existence of authority relationships, the economic necessity to remain and the limited opportunity to respond – even though it might not be actionable in other settings. Sexual harassment may be actionable even if it was not directed at any particular employee. Sexually explicit literature, graphic displays, or speech may constitute harassment under this policy, but they do not constitute harassment per se.

Where an employee suffers adverse job-related consequences for good-faith reporting of sexual harassment. Job-related consequences include but are not limited to dismissals, supervisory evaluations, promotions, salary, and work assignment. IGLHRC bears the responsibility for maintaining a working environment free of sexual harassment. Thus, when a superior is aware that harassment by others is a condition of the workplace

and nonetheless permits that harassment to continue, the superior is also liable for harassment. Those creating the condition may be co-workers or superiors of the harassed worker, or clients, customer or other people over whom IGLHRC may reasonably assert control.

Complaint Procedure

IGLHRC strongly urges employees to report any incident of work-related sexual harassment to the Operations Manager. In the case of an allegation against the Executive Director, the matter must be reported to the Co-Chairs of the Board of Directors. All complaints of sexual harassment will be investigated promptly. Confidentiality will be maintained throughout the investigative process to the extent consistent with adequate investigation and appropriate corrective action and to the extent required by state, federal, and local law. If it is determined that the unlawful sexual harassment has occurred, prompt remedial action will be taken consistent with circumstances involved. A manager, supervisor or coworker determined by IGLHRC to have engaged in unlawful sexual harassment will be subject to disciplinary action, up to and including immediate termination

Retaliation Prohibited

IGLHRC strictly prohibits retaliation against any individual who reports harassment or participates in an investigation of such a report. Retaliation against an individual for reporting harassment or for participating in an investigation claim of harassment is a serious violation of this policy and, like harassment itself, will be subject to disciplinary action.