



Equal Opportunity Policy

Objective

Angel Foundation provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, sex, sexual orientation, marital status, familial status, religion, age, disability, genetic information, military service or veteran status, public assistance status, or any other classification protected by applicable federal, state, and local laws and ordinances.

Scope

Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

The Foundation expressly prohibits any form of unlawful harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is not tolerated.

The policies and principles of equal employment opportunities also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with the Foundation.

Remedies

Any violation of this policy will not be tolerated and will result in appropriate disciplinary action, up to and including termination. If an employee believes someone has violated this policy or otherwise has questions regarding this policy, the employee may bring the matter to the attention of the Human Resources Representative or the President & CEO. The Foundation will promptly investigate the facts and circumstances of any claim this policy has been violated and take appropriate corrective measures.

Retaliation

No employee will be subject to, and the Foundation prohibits, any form of discipline or retaliation for reporting perceived violations of this policy, pursuing any such claim, or cooperating in any way in the investigation of such claims.

Dissemination and Implementation of Policy

The Human Resources Representative will be responsible for the dissemination of this policy through the Employee Handbook. All staff are responsible for implementing equal employment practices within each department. The Human Resources Representative is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.