



**NONDISCRIMINATION POLICIES**  
**(Excerpted from GSCF Employee Handbook)**  
**Board Approval October 2016**

**EQUAL EMPLOYMENT OPPORTUNITY**

The Greater Salina Community Foundation provides equal employment opportunities to all employees and applicants for employment without regard to race, creed, color, ethnicity, religion, sex, national origin, age, or disability in accordance with applicable federal laws. In addition, GSCF complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Foundation has facilities. 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.

The Greater Salina Community Foundation operates with “zero-tolerance” with respect to unlawful employee harassment. In this connection, the Foundation expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, disability or status in any group protected by state or local law. Improper interference with the ability of Foundation employees to perform their expected job duties is not tolerated. This prohibition of discrimination and harassment applies to all Foundation staff, Board, volunteers, vendors, grantmakers, and grantees.

*Complaint Procedure*

The Foundation management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their coworkers.

If you experience any job-related harassment based on your sex, race, national origin, disability, or another factor, or believe that you have been treated in an unlawful, discriminatory manner, promptly report the incident to the Executive Director, or, if the Executive Director is the source of the complaint, to the Chairman of the Foundation’s Board of Directors. This policy applies to all incidents of alleged harassment, including those which occur off-premises, or off-hours, where the alleged offender is a supervisor, coworker, or even a nonemployee with whom the employee is involved, directly or indirectly, in a business or potential business relationship.

If the Greater Salina Community 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.

### **EMPLOYMENT OF RELATIVES**

The Greater Salina Community Foundation permits the employment of qualified relatives of employees as long as such employment does not, in the sole discretion of the Foundation, create actual or perceived conflicts of interest.

### **PERSONNEL FILES**

The Greater Salina Community Foundation maintains personnel files on each employee. These files contain documentation regarding all aspects of the employee's tenure with the Foundation, such as performance appraisals, beneficiary designation forms, and any special correspondence. If you are interested in reviewing your file, contact the Executive Director.

To ensure that your personnel file is up-to-date at all times, notify your supervisor of any changes in your name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, the individuals to notify in case of an emergency, and so forth.

### **INDIVIDUALS WITH DISABILITIES**

The Greater Salina Community Foundation complies with the Americans with Disabilities Act and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. The Foundation also provides reasonable accommodation for such individuals in accordance with these laws.

#### *Procedure for Requesting an Accommodation*

Qualified individuals with disabilities may make requests for reasonable accommodation to the Executive Director, who will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the Foundation might make to help overcome those limitations. The Board of Directors will determine the feasibility of the requested accommodation.