



**Greater Lowell Community Foundation
Equal Employment Policy
Adopted June 17, 2005**

Equal Employment Opportunity - Prohibition of Discrimination and Harassment

The Greater Lowell Community Foundation is an equal opportunity employer. We support and comply with applicable state and federal laws prohibiting discrimination in recruiting, hiring, training, promotion, compensation, benefits, layoff, or other conditions of employment on the basis of race, color, national origin, religion, gender, sexual orientation, age, height, weight, marital status, disability, and other covered personal characteristics.

The Greater Lowell Community Foundation does not tolerate violations of our equal employment opportunity policy, sexual harassment or harassment of employees on the basis of race, color, national origin, religion, gender, sexual orientation, marital status, age, height, weight, disability or other legally protected personal characteristics.

Prohibited conduct includes, but is not limited to, the following: (a) sexual harassment which includes any unwelcome sexual advances or other verbal or physical conduct of a sexual nature that has the purpose or effect of creating an intimidating, hostile, or offensive working environment; or interfering with an individual's work performance; (b) epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, sexual orientation, national origin, age or disability; and (c) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on the employer's premises or circulated in the workplace.

Any employee who believes that the workplace actions or words of a supervisor, fellow employee or non-employee constitute harassment has a responsibility to report or complain as soon as possible to their supervisor, or to the Executive Director if the complaint involves their supervisor, or to the ad hoc Personnel Committee of the Board of Directors if the complaint involves the Executive Director.

All complaints of harassment will be investigated promptly in as confidential a manner as possible by the Executive Director. In all cases, the employee is to be advised of the supervisor's or Executive Director's findings and conclusion. If the complaint involves the Executive Director, then an ad hoc Personnel Committee of the Board of Directors will handle all investigations.