



## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

### **Equal Opportunity Employer**

CHESTER STREET FOUNDATION is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. CHESTER STREET FOUNDATION strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), gender (including gender nonconformity, gender identity, and status as a transgender individual), sexual orientation, age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, other protected classes recognized by applicable state or local law, or any other characteristic protected under applicable federal, state, or local law. All CHESTER STREET FOUNDATION employees, other workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

CHESTER STREET FOUNDATION complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, the Texas Commission on Human Rights Act, and all applicable state and local laws. Consistent with those requirements, CHESTER STREET FOUNDATION will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. If you believe you need an accommodation, please make a request to the Board of Directors in writing. CHESTER STREET FOUNDATION will also, where appropriate, provide reasonable accommodations for an employee's religious beliefs or practices.

### **Complaint Procedure**

If you are subjected to any conduct that you believe violates this policy, you must promptly speak to, write, or otherwise contact your direct supervisor, the next level above your direct supervisor, your designated Human Resources representative, or a member of the Board of Directors as soon as possible following the offending conduct. If you have not received a satisfactory response within five (5) days after reporting any incident of what you perceive to be discriminatory conduct, please immediately contact the Board of Directors. These individuals will ensure that a prompt investigation is conducted.

Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. CHESTER STREET FOUNDATION will directly and thoroughly investigate the facts and circumstances of all claims of perceived discrimination and will take prompt corrective action, if appropriate.

Additionally, any manager or supervisor who observes discriminatory conduct must report the conduct to the Board of Directors so that an investigation can be made, and corrective action taken, if appropriate.

### **No Retaliation**

No one will be subject to, and CHESTER STREET FOUNDATION prohibits, any form of discipline, reprisal, intimidation, or retaliation for good faith reports or complaints of incidents of discrimination of any kind, pursuing any discrimination claim or cooperating in related investigations.

CHESTER STREET FOUNDATION is committed to enforcing this policy against all forms of discrimination. However, the effectiveness of our efforts depends largely on employees telling us about inappropriate workplace conduct. If employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately. If employees do not report discriminatory conduct, CHESTER STREET FOUNDATION may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

### **Violations of this Policy**

Any employee, regardless of position or title, whom the Board of Directors determines has subjected an individual to discrimination or retaliation in violation of this policy will be subject to discipline, up to and including termination of employment.

### **Administration of this Policy**

The Board of Directors is responsible for the administration of this policy. If you have any questions regarding this policy or questions about discrimination, accommodations, or retaliation that are not addressed in this policy, please contact the Board of Directors.

This policy is not intended to restrict communications or actions protected or required by state or federal law.