



Human Resources

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| POLICY: | HR 1.1 |
| POLICY NAME: | Equal Employment Opportunity |
| EFFECTIVE DATE: | 1/25/2016 |

I. Policy Information

It is the policy of Nonprofits First, Inc. (NPF) to provide equal employment opportunities to all qualified job applicants and employees without regard to race, color, national origin, gender, religion, age, disability status, and any other legally protected basis.

II. This Policy Applies To

All employees and all applicants for employment

III. Nonprofits First Commitment

NPF is committed to creating and maintaining an environment that fosters the maximum contribution from all of its employees irrespective of differences in race, color, national origin, gender, religion, age, disability status, and any other legally protected classification.

Each member of management is responsible for ensuring full compliance with this policy and its intent. There is no tolerance for discriminatory actions or behavior at NPF.

IV. Employee Complaints

If an employee or applicant believes that he/she has received treatment inconsistent with this policy, he/she is encouraged to bring the matter to the attention of the CEO/President in writing indicating the nature of the complaint. If the complaint brought to the attention of the CEO/President is not resolved to his/her satisfaction, the employee or applicant should follow the procedure outlined in the HR 1.5 -- Open Door Policy.

V. Protection of Employee Rights

An employee or applicant who files a complaint in good faith under this policy, will neither be subjected to an adverse employment action nor will his/her job status be affected in any way for filing the complaint.