



NONDISCRIMINATION POLICY

Approval date:	Oct 2025	Maintained by:	Director of Operations
Next review date:	Sept 2025	Department:	Executive
Previous revision date:	Sept 2021	Endorsed by:	Governance Committee
Original policy date:	Oct 2016	Policy title:	Nondiscrimination Policy

The Greater Salina Community Foundation is committed to providing an inclusive and welcoming culture in which all individuals are treated with respect and dignity. The Foundation prohibits discrimination based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age, marital status, family/parental status, political affiliation or any other legally protected characteristics at the federal, state and local level.

This policy applies to all Foundation activities, including but not limited to employment, regional affiliates, board/committee member selection, volunteer selection, grantmaking, purchasing and selecting vendors or consultants.

EMPLOYMENT

Work Environment

All individuals have the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. The Foundation expects that all relationships and interactions in the workplace will remain respectful, professional, and free of explicit bias, prejudice, and harassment.

Equal Employment Opportunity

The Greater Salina Community Foundation is an equal opportunity employer. We provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age, marital status, family/parental status, political affiliation or any other legally protected characteristics at the federal, state and local level.

This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, compensation, benefits, transfer, training, discipline, layoff, recall, leaves of absence and termination.

Harassment Policy

The Foundation strictly prohibits any form of harassment, including sexual harassment, whether by

employees, supervisors, board members, volunteers, or individuals with a business relationship with the Foundation. Harassment includes any unwelcome conduct that:

- 1) Becomes a condition of continued employment; or
- 2) Is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Examples of prohibited conduct include, but are not limited to: offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults, offensive objects or images, and interference with work performance.

Complaint Procedure

Any employee who experiences or witnesses harassment, discrimination, or retaliation should promptly report the concern to the Director of Operations, Executive Director. If the Executive Director is the subject of the complaint, the employee may report directly to the Chair of the Board of Directors.

All reports will be taken seriously and investigated promptly within 7 calendar days. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The Foundation will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

This policy applies to all incidents of alleged misconduct related to Foundation business, whether occurring on Foundation premises, at off-site events, or outside of normal business hours.

Employees found to have engaged in prohibited conduct will be subject to disciplinary action, up to and including termination.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as the Foundation believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to the Foundation's Board Chair and Executive Committee within 7 calendar days. False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

GRANTMAKING

It is the policy of the Greater Salina Community Foundation to support organizations, projects and

programs that do not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age, marital status, family/parental status, political affiliation or any other legally protected characteristics at the federal, state and local level.

The Foundation does not knowingly award grants to organizations that engage in discriminatory practices in their hiring, volunteer engagement, or the clients they serve.