

## **EQUAL EMPLOYMENT, VOLUNTEER, SHELTER, HOUSING & PROGRAM OPPORTUNITY POLICY**

The policy of Porchlight, Inc. is to prevent discrimination, harassment, or retaliation against any employee or any applicant for employment or any volunteer (including potential Board members) or any housing applicant, guest, client, or resident because of any protected class identified by local, state and federal law, including but not limited to age, race, religion, color, sex, physical condition or appearance, disability, sexual orientation, gender identity, genetic information, national origin or ancestry, marital or familial status, employment or status of being a student, homelessness, or a victim of domestic or sexual abuse.

This policy shall include, but not be limited to the following: recruitment and employment, promotion, demotion, transfer, compensation, selection for training, including apprenticeship, layoff and termination, and consideration and their treatment (including prohibition of harassment) by staff, volunteers, guests, clients, and residents concerning shelter, housing, or program participation, other than where shelter, housing, or program participation are specifically limited by grant funding or other legal requirements. This policy is to afford all persons equality of opportunity regardless of their membership as a part of any protected class recognized by federal, state or local law. This policy also applies to all aspects of the relationship between and among Porchlight staff, volunteers, guests, clients, and residents concerning shelter, housing, or program participation, other than where these are specifically limited by grant funding or other legal requirements.

Any individual who believes they have experienced discrimination, harassment, or retaliation on the basis of their membership in any of the protected classes listed above may file a written complaint with the applicable program manager. The complaint will be investigated promptly by the most immediate supervisor who is not directly involved with the subject of the complaint, and a written response will be provided within thirty (30) days of receipt.

Should the complainant be dissatisfied with the resolution of the complaint, they may file a written appeal with the Executive Director by mail at 306 N Brooks St Madison, WI 53715, by phone at (608) 257-2534, or by facsimile at (608) 257-2507. The Executive Director will then review the appeal and make a final determination in writing within thirty (30) days of receipt. All decisions of the Executive Director are final.

During the term of its contracts with the State of Wisconsin, City of Madison, Dane County, U.S. Department of Housing and Urban Development, Veterans Administration, and United Way of Dane County, Porchlight will comply with all United States Statutes, Wisconsin Statutes, Dane County Ordinances, City of Madison Ordinances, and rules and regulations adopted pursuant thereto relating to equal employment opportunities and affirmative action. Porchlight shall continue to work cooperatively with government and community organizations to take affirmative action to ensure equal employment, advancement, and volunteer opportunity.

Porchlight's Executive Director is also the designated Equal Employment Opportunity/Affirmative Action Officer and is responsible for the overall implementation of the affirmative action program, and for internal monitoring, compiling data, and providing reports on the status of Porchlight's adherence to the program, and is the liaison for the program and various agencies.