



## Requirement of Nondiscrimination Policy

### Our Policy:

Provide and upload your organizational **Nondiscrimination Policy** that meets federal guidelines as is consistent with your organization's legal requirements.

### Rationale:

One of the goals of ExtraGive is to strengthen our community by connecting donors with useful, relevant information about the causes and organizations they support. Like having an independent audit or financial review, it is a best practice for an organization in the community benefit sector to have an organizational nondiscrimination policy in its hiring and promotion. This document helps demonstrate the organization's commitment to not allow discrimination based on any characteristic protected by federal, state, or local law or regulation. Donors will have the freedom to choose to view your document if they are interested. This approach creates transparency for our community. The Community Foundation does not require specific verbiage and is not conducting any legal analysis of organizational approaches.

**We are a small organization with few employees; do we need a nondiscrimination policy?**

Yes. We are requiring that organizations of every size certify that they have a nondiscrimination policy. Federal and state mandates vary based on number of employees. We believe nondiscrimination is important for our entire community regardless of the size of your organization, so we require every organization to submit a policy.

**We are a religious based organization; do we need a nondiscrimination policy?**

Yes. We recognize and accept that some organizations may be exempt from certain legal requirements related to nondiscrimination under a "ministerial exception" or as a religious organization or religious educational institution as outlined by law. We further recognize and accept that some institutions may hold the position that they are exempt from certain legal requirements under the Religious Freedom Restoration Act or comparable state law. However, we do require all organizations to share their nondiscrimination policy as is consistent with their legal requirements.

## Tips for creating your own Nondiscrimination Policy

For a webinar in the Extragive Toolkit on nondiscrimination policies hosted by Jennifer Craighead, partner in Barley Snyder's Employment Practice Group, click [HERE](#)

One example is the Lancaster County Community Foundation's [policy](#). You will have a nondiscrimination policy as it applies to your organization.

### EEOC Nondiscrimination Policy and implementation Tips

(Source: <https://www.eeoc.gov/employers/small-business/general-non-discrimination-policy-tips>)

- State that discrimination based on [race](#), [color](#), [religion](#), [sex](#) (including [pregnancy](#), [sexual orientation](#), or [gender identity](#)), [national origin](#), [disability](#), [age](#) (40 or older) or [genetic information](#) (including family medical history) is illegal and will not be tolerated. Provide definitions and examples of prohibited conduct, as needed.
- State that you will provide reasonable accommodations (changes to the way things are normally done at work) to applicants and employees who need them for [medical](#) or [religious](#) reasons, as required by law.\*
- Explain how employees can report discrimination.
  - If possible, designate more than one person to receive and respond to discrimination complaints or questions.
  - Consider permitting employees to report discrimination to any manager.
- State that employees will not be [punished](#) for reporting discrimination, participating in a discrimination investigation or lawsuit or opposing discrimination.
- State that you will protect the confidentiality of employees who report discrimination or participate in a discrimination investigation, to the greatest possible extent.
- Require managers and other employees with human resources responsibilities to respond appropriately to discrimination or to report it to individuals who are authorized to respond.
- Provide for prompt, thorough and impartial investigation of complaints.
- Provide for prompt and effective corrective and preventative action when necessary.
- Consider requiring that employees who file internal complaints be notified about the status of their complaint, the results of the investigation and any corrective and preventative action taken.
- Describe the consequences of violating the non-discrimination policy. \*[Federal](#), state and local laws may prohibit additional types of discrimination and/or require you to provide reasonable accommodations for other reasons. Federal, state and local government websites may have additional information about these laws.