

**THE COMMUNITY FOUNDATION OF CARROLL COUNTY, INC.  
IS AN EQUAL OPPORTUNITY EMPLOYER.**

The Community Foundation of Carroll County, Inc. is committed to providing equal employment opportunities to all employees and applications for employment. Accordingly all terms and conditions of employment will be carried out without regard to race, creed, color, region, gender, sexual preference, nationality, marital status, age or disability. The Community Foundation will not tolerate acts deemed to constitute discrimination or harassment based on gender, sexual preference, race, color, religion, national origin, marital status, age, disability or any other characteristic protected by law.

The Community Foundation's procedure for responding to individual discrimination or harassment complaints is guided by the regulations of the Equal Employment Opportunity Commission. These procedures will be provided and discussed at employee orientation and will be posted in an appropriate place within the foundation. An employee or applicant for employment who believes that unlawful discrimination or harassment has occurred must consult with the Executive Director or the alternate designee immediately following the alleged discriminatory or harassing action. An investigation will then be conducted and the employee or applicant will be advised of the findings or of any remaining steps that may be taken. Since the foundation has a small employee base, the designee will be appointed by the Chairperson of the Board of Directors of the Foundation and the Board of director or a committee thereof may conduct the investigation and inform the employee or applicant of their findings. .