



Florida Atlantic Research and Development Authority

Title: Non-discrimination, non-harassment, non-retaliation policy
Date Adopted: December 9, 2015
Effective Date: January 1, 2016
Amended: August 26, 2020

Purpose – To adopt a Non-Discrimination, Non-Harassment, and Non-Retaliation Policy (the “Policy”).

The Policy is hereby adopted, to wit:

Equal Employment Opportunity

It is the policy of the Authority to promote and assure equal opportunity employment for all current and prospective Employees without regard to race, color, religion, sex, age, handicap, disability, marital status, genetic information, sexual orientation, pregnancy, national origin, citizenship status, and any other legally recognized status entitled to protection under federal, state, or local anti-discrimination laws.

Employees who have any questions concerning this policy or feel that they have not been treated in accordance with this policy should contact the President of the Authority. If the President of the Authority cannot provide the necessary information, the Employee may contact the Authority Chair. The Authority prohibits retaliation against any Employee who makes a good faith complaint under this policy. Violations of this policy will result in appropriate disciplinary action up to and including termination of employment.

Americans With Disabilities Act

The Authority is committed to complying with all applicable provisions of the Americans with Disabilities Act, as amended (ADA), and applicable state and local laws. It is the Authority's policy not to discriminate against any qualified Employee or applicant with regard to any terms or

conditions of employment on the basis of such individual's disability. Consistent with this policy of non-discrimination, the Authority will provide reasonable accommodations to an individual with a disability, as defined in the ADA or applicable law, who has made the Authority aware of his or her disability, unless doing so constitutes an undue hardship to the Authority.

The Authority also wishes to participate in a timely, good faith, interactive process with a disabled applicant or Employee to determine effective reasonable accommodations, if any, which can be made in response to a request for accommodations. Requests should be made to the President of the Authority. By working together in good faith, the Authority hopes to implement any reasonable accommodations that are appropriate and consistent with legal obligations. Any Employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify President of the Authority, or, if necessary, the Authority Chair.

Anti-Harassment/Anti-Discrimination And Retaliation Policy

The Authority believes that each of us should be able to work in an environment free of discrimination and harassment. To this end, the Authority prohibits and will not tolerate discrimination or harassment based on *any* legally protected status, including but not limited to race, color, religion, sex, age, handicap, disability, marital status, genetic information, sexual orientation, pregnancy, national origin, or citizenship status. Although this policy is primarily directed to sexual harassment, it applies equally to any form of discrimination or harassment based on any legally protected status.

Procedure For Reporting Harassment: If you believe (or have direct knowledge of such incidents) that you are being harassed by a supervisor, co-worker, vendor, or patron, you should promptly report the incident or incidents to the President of the Authority. If you do not feel comfortable reporting this matter to the President, you may report the matter to the Authority Chair.

If you report the incident(s) in writing, please place the report in a sealed envelope marked "Personal and Confidential." The following information should be included in the written statement: the date(s) of the incident(s), identity of the alleged harasser, identity of any witnesses, and details about the incident(s).

The Authority Investigation: The Authority will investigate all sexual harassment claims (or other types of unlawful harassment and discrimination) irrespective of the identity of the alleged perpetrator.

Sanctions: If the investigation reveals evidence supporting the occurrence of an incident of sexual harassment (or other type of unlawful harassment or discrimination), the Authority will

take prompt remedial action. The Authority's disciplinary action will depend upon the specifics of the case and may range from a warning to termination of employment.

If the investigation fails to disclose unlawful harassment or discrimination conclusively, the Authority reserves the right to nonetheless take action. The Authority will not transfer the alleged victim unless he or she consents to the transfer.

Prohibition Against Retaliation: The Authority does not condone or permit retaliation. No one will suffer any adverse consequences as a result of bringing a complaint of perceived unlawful harassment or discrimination to the Authority's attention. There will be no retaliation for either reporting the harassment/discrimination or for cooperating in the investigation of the report. Any Employee responsible for retaliatory conduct will be subject to discipline, up to and including discharge. If an Employee believes that he or she is being retaliated against, the Employee is encouraged to report the retaliation by using the same procedures discussed above for reporting harassment and discrimination.

Follow-up: Once the matter has been resolved, the Authority will continue to monitor the Employees involved to ensure that no future incidents of harassment or discrimination occur. The Authority is dedicated to maintaining a working environment free of discrimination and based on professionalism. We expect that all Employees will continue to act responsibly to fulfill the Authority's commitment to working in an environment totally free of discrimination. Employees should not hesitate to ask questions regarding harassment or discrimination.

Open Door Policy

It is the Authority's policy to welcome and encourage Employee ideas and suggestions. We know from our experience that our success greatly depends upon the helpful thoughts and suggestions of our Employees. We want our Employees to feel free to express themselves about anything which concerns them. The Authority requires that Employee concerns be given consideration without discrimination or recrimination

Employees are encouraged to openly discuss problems with their direct supervisors or President of the Authority so that appropriate action can be taken to address such problems. If the direct supervisor or President of the Authority cannot be of assistance, the Employee is free to discuss the issue with the Authority Chair.

**ADOPTED THIS 9th DAY OF DECEMBER 2015
AMENDED THIS 26TH DAY OF AUGUST 2020**