



The Fund for
New Jersey

Civil Workplace Policy

The Fund for New Jersey is committed to a work environment in which all individuals are treated with respect and dignity. The Fund for New Jersey has developed these policies to ensure that all of its employees and Board members can work in an environment free from unlawful harassment, discrimination, and retaliation. The Fund for New Jersey will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

EQUAL EMPLOYMENT OPPORTUNITY

The Fund for New Jersey is committed to providing equal opportunity in all of its employment practices, including but not limited to selection, hiring, assignment, conditions of employment, training, promotion, transfer and compensation without regard to race, creed, gender, gender identity, gender expression, color, marital status, familial status, pregnancy status, domestic partnership status, civil union status, ancestry, veteran status, military status, religion, national origin, sex, age, disability, physical or mental handicap, genetic information, affectional or sexual orientation, HIV/AIDS status, atypical hereditary cellular or blood traits, or any other characteristics protected by applicable federal, state or local laws.

POLICY PROHIBITING WORKPLACE DISCRIMINATION

The Fund for New Jersey has a policy of zero tolerance regarding any form of unlawful discrimination and is committed to providing a workplace free from unlawful discrimination. Such conduct will result in disciplinary action, up to and including dismissal.

This policy includes discrimination because of race, creed, gender, gender identity, gender expression, color, marital status, familial status, pregnancy status, domestic partnership status, civil union status, ancestry, veteran status, military status, religion, national origin, sex, age, disability, physical or mental handicap, genetic information, affectional or sexual orientation, HIV/AIDS status, atypical hereditary cellular or blood traits or any other characteristics protected by applicable federal, state or local laws.

This policy is intended to cover all aspects of The Fund for New Jersey's business, including recruitment, hiring, assignment, conditions of employment, compensation, training, promotion, transfer, and termination.

This policy covers all employees and Board members of The Fund for New Jersey without exception. The Fund for New Jersey will not tolerate, condone, or allow discrimination, whether engaged in by fellow employees, supervisors, managers, independent contractors, or other non-employees who conduct business with The Fund for New Jersey.

Anyone who feels they have been subjected to discrimination, should immediately report the matter to The Fund for New Jersey in accordance with The Fund for New Jersey's Complaint Procedure.

POLICY PROHIBITING WORKPLACE HARRASSMENT

The Fund for New Jersey prohibits harassment of any employee or Board member. Harassment is unacceptable on The Fund for New Jersey's property, or in other work-related settings.

For purposes of this policy, harassment is defined as unwelcome or unwanted conduct whether verbal, visual or physical, directed towards someone on the basis of their race, sex, religion, or any other legally protected category. Harassment occurs when: (1) engaging in or accepting the unwelcome or unwanted conduct is made a condition of employment or is utilized for decisions affecting employment (including, but not limited to, promotions, hiring, and firing); or (2) the unwelcome or unwanted conduct is used to create or has the effect of creating an intimidating or hostile work environment and/or is found to unreasonably interfere with an individual's ability to work.

Examples of the type of conduct that constitutes workplace harassment include, but are not limited to, physical conduct; verbal conduct; display or circulation of harassing pictures or materials in the workplace or by e-mail, phone (including voice messages), text messages, social networking sites or other means; name calling; inappropriate gestures or inappropriate jokes; slurs; negative stereotyping; or threatening, intimidating, or hostile acts.

This policy covers all employees and Board members of The Fund for New Jersey without exception. The Fund for New Jersey will not tolerate, condone, or allow harassment, whether engaged in by fellow employees, supervisors, managers, independent contractors, or other non-employees who conduct business with The Fund for New Jersey.

Anyone who feels they have been subjected to harassment, should immediately report the matter to The Fund for New Jersey in accordance with The Fund for New Jersey's Complaint Procedure.

COMPLAINT PROCEDURE

Individuals who believe they have been the target of conduct prohibited by the policies herein or believe they have witnessed such conduct should discuss their concerns with The Fund for New Jersey's President or Operations Manager. In the event the individual does not feel comfortable reporting the matter to these individuals or if these individuals are the subject of the complaint, the matter should be reported to a member of the Board of The Fund for New Jersey.

The Fund for New Jersey encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived issues.

Anyone reporting harassment, discrimination, retaliation, or other wrongful conduct may be assured that they will not be retaliated against for filing a complaint or participating in any investigation. All complaints will be promptly, thoroughly, and discreetly investigated. 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 Fund for New Jersey requires that every such complaint be received and investigated as a serious matter, and therefore, it is very important for individuals to refrain from making such complaints falsely, humorously, flippantly or in jest. If The Fund for New Jersey determines that an employee or Board member knowingly filed a baseless complaint, disciplinary action will be taken, up to and including dismissal, at The Fund for New Jersey's discretion.