



Equal Opportunity and Anti-Harassment Policy

Policy Statement

Lever Foundation is committed to creating a more sustainable and humane world — and that commitment begins with how we treat people. We are dedicated to providing a workplace and organizational environment that is free from discrimination, harassment, and retaliation of any kind.

This policy applies to employees, contractors, consultants, board members, officers, and any individuals interacting with Lever Foundation in a work-related capacity. It applies to all organization content - in person, remote, or virtual.

Equal Opportunity and Non-Discrimination

Lever Foundation is an equal opportunity organization and employer. In compliance with applicable federal, state, and local laws, we prohibit discrimination in all forms, including on the basis of:

- Race or color
- National origin or ethnicity
- Religion or creed
- Sex (including pregnancy, childbirth, related medical conditions, sexual orientation, gender identity, and transgender status)
- Age (40 or older)
- Disability (physical or mental)
- Marital or familial status
- Veteran or military status
- Genetic information (including family medical history)
- Hair texture or protective hairstyles (e.g., braids, locs, twists, bantu knots)
- Any other characteristic protected by applicable law

Reasonable Accommodations

Lever Foundation will provide reasonable accommodations to qualified applicants and employees with medical conditions or religious practices that require changes to the way work is typically performed, in accordance with applicable law. Individuals who require accommodations should notify their manager or the Executive Director. Each request will be evaluated promptly and respectfully.



Anti-Harassment

Lever Foundation is committed to creating and providing a positive work environment that is free from harassment. Therefore, the company will not tolerate workplace harassment of any employee, either by fellow employees or non-employees, of race, color, gender, gender identity, gender expression, sexual orientation, religion, national origin, familial status, age, disability, United States military veteran status, including the exercise of a protected activity (like filing a complaint), or any other reason deemed impermissible under the law.

Harassment can include, but is not limited to, offensive verbal conduct such as foul or obscene language, epithets, suggestive statements or innuendo, derogatory comments, or "jokes." Harassment may further include touching, gestures, or other offensive physical conduct, or creating, displaying, or reading offensive graphic or written materials in the workplace that relate to the sex, race, religion, color, national origin, age, or disability of an employee. Any of these behaviors is considered harassment if it would make a reasonable person experiencing the conduct uncomfortable in the workplace, or if it could hinder the person's job performance.

All employees, including supervisors, other management personnel, and independent contractors, are required to abide by this Policy. Violation of the Policy will result in disciplinary action, up to and including discharge. No person will be adversely affected in employment with Lever Foundation as a result of bringing complaints of harassment.

Sexual Harassment

Lever Foundation is strongly opposed to sexual harassment, and such behavior is prohibited both by law and by company policy. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that constitute harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions, promotion, transfer, selection for training, performance evaluations, benefits, or other terms and conditions of employment; or
3. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment or substantially interferes with an employee's work performance.

Lever Foundation prohibits inappropriate conduct that is sexual in nature at work, on company business, or at company-sponsored events including the following: comments, jokes, degrading language, sexually suggestive objects, books, or any form of media electronic or in print form. Sexual harassment is prohibited whether it is between members of the opposite sex or members of the same sex.



Reporting and Accountability

If an employee, contractor, or volunteer believes they have been subjected to discrimination or harassment as outlined in this policy, they should promptly report the matter to management through any verbal or written means. If the designated contact is unavailable or the individual feels uncomfortable, they may report the concern to any manager, supervisor, or board member. All supervisors, managers, and individuals with human resources responsibilities are required to take any report or observation of potential discrimination seriously and either respond appropriately or report it immediately to an authorized contact (such as the Director or a board member).

Once the matter has been reported, it will be promptly and impartially investigated. Investigations will be conducted in a confidential manner to the extent consistent with the need to thoroughly evaluate the complaint. Complainants will be informed of the status and outcome of their complaint, including whether a violation was found and what corrective or preventive actions, if any, have been taken — while protecting the privacy rights of all involved.

This process does not prevent individuals from also seeking remedies under local, state, or federal law by contacting the appropriate agency.

No Retaliation

No retaliatory action will be taken against any person who, in good faith, reports conduct they believe may violate this policy. Likewise, no retaliation will be taken against anyone who participates in an investigation, proceeding, or hearing related to a discrimination or harassment complaint.

Retaliation is a serious violation of Lever Foundation's values and policies and will result in disciplinary action, up to and including termination of employment, services, or contracts.

Policy Implementation

Implementation of this Policy will be effective as of August 11th, 2025. All employees, contractors, and board members are required to read and acknowledge this policy upon engagement with Lever Foundation.