



Equal Opportunity and Commitment to Diversity

Equal Opportunity

The purpose of the anti-discrimination policy of Puppy Jake Foundation is to ensure a volunteer and work environment that is free from discrimination. This policy prohibits discrimination in any form, based upon an individual's sex, sexual orientation, race, ethnicity, national origin, age, religion or any other legally protected characteristics and will not be tolerated.

This policy of Puppy Jake Foundation applies to all persons involved with Puppy Jake Foundation, including staff (when applicable) and volunteers. Discrimination will not be tolerated and Puppy Jake Foundation will take affirmative actions to ensure against discrimination in employment, recruitment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, creed, color, national origin, sex, or sexual orientation.

If an individual feels that he or she has been discriminated on the basis of his or her sex, race, national origin, ethnic background, or any other legally protected characteristic they should immediately report the matter to his or her supervisor or to the Board of Directors. Once the matter has been reported it will be promptly investigated and any necessary corrective action will be taken where appropriate. Puppy Jake Foundation is an equal employment opportunity employer.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, Puppy Jake Foundation will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the organization would result.

Employees who may require a reasonable accommodation should contact the CEO.