



Puppy Jake Foundation Anti-Discrimination Policy

(Adopted by Board Resolution on May 20, 2013)

Article I Purpose

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.

Article II Application

This policy 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.

Article III Procedures

If an individual feels that he or she has been discriminated against 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.