

EQUAL OPPORTUNITY AND HARASSMENT PREVENTION POLICY

General Policy on Equal Opportunity and Unlawful Discrimination

The DCDC will not engage in or tolerate unlawful discrimination (including any form of unlawful harassment or retaliation) on account of a person's sex, pregnancy, age, race, color, religion, creed, national origin, ancestry, citizenship, immigrant status, military status, veteran's status, mental or physical disability or handicap, atypical heredity cellular or blood trait, genetic information, sexual orientation, gender identity or expression, marital status, familial status, domestic partner or civil union status, the use of a guide or support animal or membership in any other protected group.

The DCDC's policy on equal opportunity and unlawful discrimination supports and is consistent with the DCDC's commitment to enhancing diversity and inclusiveness. Diversity means not only membership in the various "protected groups" identified above, but also diversity in experience, perspective, ideas, style and contacts. We believe that we are much stronger as an entity as a result of the richness of our diversity and strive to ensure that we have policies and practices which are respectful of diversity and promote inclusion.

All policies set forth in this document apply to all DCDC officers, employees, and members (whether elected, appointed, or *ex officio*) of the County Committee as defined in the DCDC Bylaws.

The prohibitions set forth in this document apply all forms of communications, whether oral, written, technology-assisted, or otherwise. These prohibitions also extend to postings on personal blogs and other forms of social networking that are seen by, or contain messages about, colleagues or others with whom the poster works or otherwise interacts in connection with the DCDC.

It is no defense to behavior that violates the policies set forth in this document that there was no bad intent, that it was only a "joke," or that it was not directed at any particular person. It is also no defense that the individual engaging in the inappropriate conduct is a stellar performer. It is no defense to inappropriate conduct that the individual engaging in that conduct believed that the conduct was "welcomed" or that the individual engaging in the inappropriate conduct believed that the conduct was acceptable.

Policy Prohibiting Sexual Harassment

Sexual harassment is a form of sex discrimination. Whether by a man or a woman and whether directed at a man or a woman, it is prohibited for a person:

- To threaten or insinuate, expressly or implicitly, that any person is required to submit to sexual advances or to provide sexual favors as a condition of employment, continued employment or any term, condition or benefit of employment or of participation in any Committee activity, including political campaigns, or that a person's refusal to submit to sexual advances or to provide sexual favors will affect

adversely the person's employment, continued employment or any term, condition or benefit of employment or of participation in any Committee activity, including political campaigns.

- To make any decision or take any action regarding employment or of participation in any Committee activity, including political campaigns, based on a person's submission to or refusal to submit to sexual advances.
- To engage in unwelcome sexually-oriented or otherwise hostile conduct which has the purpose or effect of interfering unreasonably with another person's work performance or of creating an intimidating, hostile, abusive or offensive working environment.

Harassment On Account Of Or With Regard To Any Protected Group

Harassment based on an individual's membership in any protected group (for example, race, age, national origin, ancestry, sexual orientation, gender identity or disability) is prohibited and will not be tolerated.

Policy Regarding Reasonable Accommodations

When qualified individuals with physical or mental disabilities (including disabilities caused by, exacerbated by, or related to pregnancy or childbirth, including recovery from childbirth) or handicaps notify the DCDC of such disabilities or handicaps and request reasonable accommodations (such as a leave of absence) for such disabilities or handicaps, the DCDC will make reasonable accommodations on behalf of such individuals.

Similarly, when individuals notify the DCDC of pregnancy (including pregnancy, childbirth, or medical conditions related to pregnancy or childbirth, including recovery from childbirth) and request reasonable accommodations relating to the same, the DCDC will make reasonable accommodations on behalf of such individuals, regardless of whether they are disabled.

Finally, when individuals notify the DCDC of sincerely-held religious observances, practices and beliefs and request reasonable accommodations relating to the same, the DCDC will make reasonable accommodations on behalf of such individuals.

Under each set of circumstances above, the DCDC will consider making reasonable accommodations where the DCDC is aware of the need for such accommodations. An individual does not have to use the words "reasonable accommodation" or "disability," for example, in order to make a request. Upon receiving a request understood to be a request for a reasonable accommodation, the DCDC will comply with its legal obligation to engage in an interactive process to make an individualized determination of whether a reasonable accommodation can be provided. Under each of the circumstances above, no accommodation will be made if it imposes an undue hardship on the DCDC .

The DCDC will treat a medical condition or complication that is caused or exacerbated by pregnancy no differently from other medical conditions for the purpose of determining whether

an individual is disabled, engaging in the interactive process, and evaluating whether an individual entitled to a reasonable accommodation (e.g., leave of absence and/or time off).

Policy Prohibiting Retaliation

The DCDC will neither engage in nor tolerate unlawful retaliation of any kind by anyone against any person who raises a complaint about unlawful discrimination, harassment or retaliation, serves as a witness or otherwise participates in the investigatory process. The DCDC also will neither engage in nor tolerate unlawful retaliation of any kind by anyone against person who is associated with any person who raises such a complaint. The DCDC also will neither engage in nor tolerate unlawful retaliation of any kind by anyone against any person who requests or receives an accommodation as set forth above.

Prohibited unlawful retaliation includes adverse tangible employment actions, such as denial of a raise or promotion. It also may include, in some circumstances, other material changes in the terms and conditions of employment, such as work assignments. Prohibited unlawful retaliation also may include adverse actions independent of the workplace, such as trying to exclude an employee or committee member from working in a campaign. It is no defense to retaliation by any person (officer, manager, supervisor, etc.) that the complaint raised did not have legal merit.

Discrimination, Retaliation and Harassment and Other Unacceptable Conduct by Non-Employees

The prohibitions against unlawful discrimination, retaliation and harassment and other inappropriate conduct prohibited by this policy apply not only to the conduct of employees of the DCDC but also to the conduct of non-employees (including, without limitation, committee members, vendors, suppliers, contractors, and volunteers) with whom our employees come into contact in the course of their employment with DCDC. Conversely, the prohibitions against unlawful discrimination, harassment and retaliation and other inappropriate conduct set forth in this policy apply to the conduct of individuals affiliated with the DCDC relative to non-employees with whom they come into contact in the course of their affiliation with the DCDC.

Sanctions for Violations of The DCDC's Policy

Any officer, manager, supervisor, other employee, agent or non-employee who, after appropriate investigation, has been found to have engaged in unlawful discrimination, harassment or retaliation and/or inappropriate behavior inconsistent with this policy (even if not unlawful) will be subject to appropriate (immediate and proportionate) corrective action, up to and including termination of his or her employment or other relationship with the DCDC as provided for in the DCDC Bylaws.

What to Do If You Feel You Have Been Subjected to – or Witnessed – Unlawful Discrimination, Harassment, Retaliation or other Inappropriate Conduct or Denied an Accommodation

Any person believing that they may have been--or anyone else may have been--unlawfully discriminated against, harassed by or retaliated against or subject to any inappropriate conduct prohibited by this Policy should report their complaint immediately to any one of the following: the Chair of the DCDC, the First Vice Chair of the DCDC, the Solicitor of the DCDC, or the Executive Director of the DCDC. They also should consult with any of the foregoing individuals if they believe that a reasonable accommodation that they requested was not made but should have been made. In all cases, such persons are encouraged to speak with whichever of the foregoing individuals they feel the most comfortable, whatever their reasons.

Similarly, if any person has any question as to whether certain conduct is unlawful discrimination, retaliation or harassment or other inappropriate conduct prohibited by this policy, or whether an accommodation may be needed or possible, they are encouraged to speak with any of the individuals identified above.

In all cases, complaints will be investigated promptly, thoroughly and impartially. Further, the existence and nature of such complaints, as well as the identity of any complainant, witness or accused, will be disclosed only to the extent necessary to make a prompt, impartial and thorough investigation or as may be necessary to take appropriate corrective measures.