

**Equal Employment Opportunity & Affirmative Action Policy**

**(applicable to Staff,** Board**, and Volunteers**

It is the policy of **MFA** not to discriminate against any employee or applicant for employment because of race, sex, color, age, religion, national origin, sexual orientation, gender identity, status as an individual with a disability or a protected veteran, (i.e., disabled veteran, Armed Forces service medal veteran, recently separated veteran, or other veteran who served during a war, or in a campaign or expedition for which a campaign badge has been authorized), or any other personal characteristic protected by law. It is also the policy of the **MFA** to take affirmative action to employ and to advance in employment, all persons regardless of legally protected personal characteristics, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities: filing a complaint; assisting or participating in an investigation, compliance evaluation, hearing or any other activity related to the administration of the affirmative action provisions of Executive Order 11246, the Rehabilitation Act, the Vietnam Era Veterans’ Readjustment Assistance Act (VEVRAA) or any other Federal, state or local law requiring equal opportunity for women, minorities, disabled individuals, or protected veterans; opposing any act or practice made unlawful by Executive 11246, the Rehabilitation Act, VEVRAA or their implementing regulations, or any other Federal, state or local law requiring equal opportunity for women, minorities, disabled individuals, or protected veterans; or exercising any other right protected by Executive Order 11246, the Rehabilitation Act, VEVRAA, or their implementing regulations.

We will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor’s legal duty to furnish information.

As President of the **MFA**, I am committed to the principles of Affirmative Action and Equal Employment Opportunity. In order to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the **MFA**, **I have selected the Internal Vice President** as the Equal Employment Opportunity (EEO) Manager for the **MFA**. Anyone desiring additional information relating to Affirmative Action and Equal Opportunity should contact the EEO Manager.