

I. EQUAL EMPLOYMENT POLICIES

A. DIVERSITY POLICY

1. Statement of Society Policy

The Legal Aid Society, the nation's oldest and largest public interest law firm, is an equal opportunity employer. We believe true workforce diversity enables us to recruit, retain, promote, and tap the full potential of staff at all levels of the organization. It is the diversity of our workforce, and the broad range of individual characteristics, beliefs, and values of our staff that characterizes our fundamental approach to delivering the best service to our clients. Diversity includes not only the protected characteristics detailed below, but also extends to personal history, work experiences, education, job function, job tenure, personality, geographic origin, ways of thinking, leadership ability, and skill level. It is with full recognition of the value that each person's individual experience and character brings to our workplace that we embrace diversity as one of the Society's core principles.

As an equal opportunity employer, The Legal Aid Society prohibits discriminatory employment actions against and treatment of its employees and applicants for employment based on actual or perceived race or color, religion or creed, alienage or citizenship status, sex (including pregnancy), national origin, age, sexual orientation, gender identity (one's internal deeply-held sense of one's gender which may be the same or different from one's sex assigned at birth; one's gender identity may be male, female, neither or both, e.g., non-binary), gender expression (the representation of gender as expressed through, for example, one's name, choice of pronouns, clothing, haircut, behavior, voice, or body characteristics; gender expression may not be distinctively male or female and may not conform to traditional gender-based stereotypes assigned to specific gender identities), disability, marital status, familial status, domestic partnership status, genetic information or predisposing genetic characteristics, military status, domestic violence victim status, arrest or pre-employment conviction record, or any other characteristic protected by law.

B. POLICY PROHIBITING DISCRIMINATION AND HARASSMENT

1. General Provisions

The Legal Aid Society is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices based on any protected status or personal characteristic, including race or color, religion or creed, alienage or citizenship status, sex (including pregnancy), national origin, age, sexual orientation, gender identity or expression, disability, marital status, familial status, domestic partnership status, genetic information or predisposing genetic characteristics, military status, domestic violence victim status, arrest or pre-employment conviction record, or any other characteristic protected by law. This policy applies to all Society activities, including but not limited to recruitment, hiring, compensation,

assignment, training, promotion, performance evaluation, discipline and discharge, and to any work-related setting outside the workplace, such as during meetings, conferences, trips, and business-related social events.

In all solicitations or advertisements for employees, the Society will state that all qualified applicants will be afforded equal employment opportunities without discrimination on the grounds set forth above. The Society will request each authorized labor union with which it has a collective bargaining agreement to furnish a written statement that such labor union will not discriminate on the grounds set forth above and that such union will affirmatively cooperate in the implementation of the Society's obligations herein.

This policy is for the benefit of and applies to all employees and applicants for employment, regardless of whether the prohibited conduct is engaged in by fellow employees, supervisors, managers, or someone not directly connected with the Society (e.g., a client, judge, opposing counsel, co-counsel, volunteer, or outside vendor).

The prohibitions contained in this policy extend to all work-related communications, activities, behavior, and media that impact the Society's employees, including e-mail and office or work space display of materials including, but not limited to, materials sent, received, or installed on a personal computer (games, screen savers, or other materials sent by e-mail, cartoons, pictures, objects, posters, etc.) that insult, degrade or exploit others based on any characteristics protected by law.

2. Discriminatory Harassment

As an aspect of its EEO Policy, the Society prohibits conduct that constitutes or could lead or contribute to harassment because of an individual's race or color, religion or creed, alienage or citizenship status, sex (including pregnancy), national origin, age, sexual orientation, gender identity or expression, disability, marital status, familial status, domestic partnership status, genetic information or predisposing genetic characteristics, military status, domestic violence victim status, arrest or pre-employment conviction record, or any other characteristic protected by law. Examples of such conduct include, but are not limited to:

- ethnic slurs;
- use of Society computers (including via the Internet) or the Society's e-mail system to engage in any communication that is offensive to persons based on characteristics protected under this policy; and/or
- threatening, intimidating, or hostile acts directed at a particular sex or religious group or directed at individuals based on their gender identity or expression, sexual orientation, color or ethnicity.

Harassment does not require an intent to offend. Thus, inappropriate conduct or language meant as a joke, a prank, or even a compliment can lead or contribute to harassment.

3. Sexual Harassment

Sexual harassment is a specific type of discriminatory harassment. According to the Equal Employment Opportunity Commission's ("EEOC's") guidelines, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when: (1) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The Society prohibits conduct that constitutes or could lead or contribute to sexual harassment. Examples of such conduct include, but are not limited to:

- unwelcome sexual flirtations, advances or propositions;
- inappropriate touching of an individual's body;
- graphic verbal comments about an individual's body or appearance;
- sexually degrading words used to describe an individual; and/or
- the use of Society computers (including via the Internet) or the Society's e-mail system to display or distribute sexually explicit images, messages, or cartoons.

4. Supervisors

Additional rules apply to individuals with supervisory authority at the Society. No one with a supervisory role may at any time: (1) threaten or imply that an individual's submission to or rejection of a sexual advance, or harassment or discrimination based on any other protected category, will in any way influence any decision regarding that individual's employment, performance evaluation, advancement, compensation, assignments, discipline, discharge, or any other term or condition of employment; or (2) make any employment decision concerning an individual on any discriminatory basis.

5. Complaint Procedure

If you believe that you or another individual has been subjected to any conduct of the type prohibited by this Policy, you are urged and expected to report the relevant facts promptly.

Any complaint or inquiry regarding discrimination or harassment of any kind should promptly be brought to the attention of the Society's Diversity Officer or the Chief Human Resources Officer, as they are specifically trained to handle these types of complaints. If your preferred reporting option is unavailable, you may bring the

complaint to the General Counsel. Employees should choose whichever individual they feel more comfortable contacting under the circumstances. Employees should report the conduct regardless of the offender's position at the Society and should also report the conduct even if the offender is not employed at the Society (for example, a vendor or consultant, client, judge, co-counsel or opposing counsel). Prompt reporting is very important so that the Society can take action to stop the conduct before it is repeated. All reports will be followed up promptly, with further investigation conducted where needed to confirm facts or resolve disputed facts. In conducting its investigations, the Society will strive to keep the identity of individuals making reports as confidential as possible.

All employees, including employees who witness harassment, are expected to comply with this policy and to cooperate with investigations of complaints of harassment. Managers and supervisors must immediately advise the Diversity Officer or the Chief Human Resources Officer if they become aware of possible discrimination or harassment, including because a staff member brings a complaint to the manager or supervisor. Any investigation under this Policy may include interviews with the parties involved and, where necessary, with the individuals who may have observed the alleged conduct or may have relevant knowledge.

Individuals who violate this Policy will be subject to discipline including but not limited to termination of employment, and may also be subject to personal legal and financial liability under applicable law. Appropriate disciplinary action will also be taken against any employee who knowingly and willfully makes a false allegation under this Policy.

6. No Retaliation

Threats or acts of retaliation against individuals who report inappropriate conduct pursuant to this Policy or provide information in connection with a report by another individual will not be tolerated. In the event you believe that you have been retaliated against for such action, you should use the above procedures to report the pertinent facts promptly. The Society will investigate and take appropriate action in the manner described above.

7. The Discrimination/Harassment Committee:

The Discrimination/Harassment Committee ("the Committee") shall be comprised of the President, the Attorney-in-Chief, the General Counsel, the Diversity Officer, the Chief Human Resources Officer, and the Attorneys-in-Charge of the three major practice areas. The Committee is responsible for the investigation and resolution of complaints made under this Policy.

The Diversity Officer and Chief Human Resources Officer will inform the Committee of all complaints made under this policy and, in consultation with the General Counsel, will provide a recommendation regarding whether further investigation or other resolution of the complaint is appropriate. When the Committee deems further investigation appropriate, in consultation with the Committee, the

General Counsel shall designate the Diversity Officer, outside counsel, a member of the Committee, or another appropriate Society employee to conduct and/or oversee an investigation of the complaint and to engage outside counsel in appropriate circumstances to assist with the investigation. Upon the conclusion of any such investigation, the Committee will review the facts and determine appropriate action.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued. However, it is not necessary for an individual to talk directly to an offender if he or she feels uncomfortable doing so. If for any reason an individual does not wish to confront the offender directly, or if such a confrontation does not successfully end the offending behavior, the individual should make a report under the terms of this Policy. In the event that a complaint involves any individual who would otherwise be responsible for resolving it, alternate complaint arrangements will be made through the Diversity Officer or the Chief Human Resources Officer. The Society encourages any individual with a complaint to come forward immediately so that prompt corrective action may be taken.

8. The Discrimination/Harassment Committee

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