

2. POLICY STATEMENT - EQUAL EMPLOYMENT OPPORTUNITY

One of Lowell Observatory's most important goals is to attract and retain qualified, effective employees. The Observatory is committed to the principals of Equal Employment Opportunity and to a policy that all employment decisions be based upon objective, job related criteria.

It is the Observatory's policy to provide equal employment opportunity to all persons without regard to **race, color, religion, sex, national origin, age, genetic information, disability, veteran status, political beliefs, sexual orientation, and marital and family status**. This policy applies to all aspects of the employer-employee relationship and conditions of employment, including but not limited to: recruitment, hiring, promotion, transfer, demotion, layoff, recall, termination, compensation and selection for training, at all levels of employment.

Lowell Observatory has established an Affirmative Action Program (AAP), which outlines results-oriented policies, practices, and procedures that will help ensure that non-discrimination and affirmative action are accomplished. The Observatory is committed to taking affirmative action to assure equal employment opportunity for women and minorities, individuals with disabilities, and covered veterans. We will put forth a good faith effort to implement this policy and commitment.

All employees share responsibility for the success of Equal Employment Opportunity and Affirmative Action policies and programs. All managers are responsible for participating in the identification of problems, taking action to prevent harassment of employees, and ensuring that all employees are afforded full employment opportunities. The HR Manager serves as Lowell Observatory's EEO Coordinator and has overall responsibility for the AAP.

Employees and applicants will not be subjected to discrimination, harassment or retaliation because they have filed a complaint, assisted or participated in any investigation, opposed any unlawful act or practice, or exercised any protected rights.

Equal Employment Opportunity and Affirmative Action will continue to guide all employment decisions at Lowell Observatory. We are proud to reaffirm our commitment to these principles.



Jeffrey Hall, Director
August 31, 2021

1. POLICY STATEMENT

Equal Employment Opportunity for Individuals with Disabilities and Protected Veterans

It is Lowell Observatory's policy not to discriminate against any employee or applicant for employment because he or she is an individual with a disability or a protected veteran, including: (1) disabled veterans; (2) recently separated veterans; (3) active-duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans.

It is also the policy of Lowell Observatory to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy applies to all aspects of the employer-employee relationship and conditions of employment, including but not limited to: recruitment, hiring, promotion, transfer, demotion, layoff, recall, termination, compensation and selection for training, at all levels of employment.

Employees and applicants of Lowell Observatory will not be subject to harassment on the basis of disability or status as a protected veteran. Additionally, retaliation, including intimidation, threats, or coercion, because an employee or applicant has objected to discrimination, engaged or may engage in filing a complaint, assisted in a review, investigation, or hearing or has otherwise sought to obtain their legal rights under any Federal, State or local EEO law regarding individuals with disabilities or protected veterans is prohibited.

Lowell Observatory is 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 organization, the HR Manager has been selected as the Equal Employment Opportunity (EEO) Coordinator for Lowell Observatory. One of the EEO Coordinator's duties is to establish and maintain an internal audit and reporting system to allow for effective measurement of Lowell Observatory's programs.

In furtherance of Lowell Observatory's policy regarding Affirmative Action and Equal Employment Opportunity, we have developed a written Affirmative Action Program which sets forth the policies, practices and procedures that Lowell Observatory is committed to in order to ensure that its policy of non-discrimination and affirmative action for qualified individuals with disabilities and qualified protected veterans is accomplished. This Affirmative Action Program is available for inspection by any employee or applicant for employment upon request, during normal business hours, in the HR Department. Interested persons should contact the HR Manager for assistance.



Jeffrey Hall, Director

August 31, 2021