

PORCHLIGHT, INC.

Equal Employment, Volunteer, Shelter, Housing, & Program Opportunity Policy

Porchlight, Inc. is committed to providing equal opportunity in employment, volunteer engagement, shelter, housing, and program participation. Porchlight prohibits discrimination, harassment, or retaliation against any employee, applicant for employment, volunteer (including prospective Board members), housing applicant, guest, client, or resident on the basis of their membership in any protected class identified by local, state, and federal law, including but not limited to race, color, religion, sex, national origin or ancestry, age, disability, sexual orientation, gender identity, genetic information, marital or familial status, arrest or conviction record, student status, physical appearance, political beliefs, source of income, housing status, status as a victim of domestic violence, sexual assault, or stalking, or any other characteristic protected under applicable law.

This policy applies to all aspects of Porchlight's operations, including but not limited to recruitment, hiring, promotion, demotion, transfer, compensation, training, layoff, termination, and volunteer placement. It also applies to the treatment of individuals participating in Porchlight's shelter, housing, or program services. Participation may be limited only in compliance with lawful eligibility criteria, grant funding requirements, or other legal obligations.

Porchlight's Director of Human Resources is the designated Equal Employment Opportunity (EEO) Officer, and has primary responsibility for ensuring compliance with this policy, as well as any related agency plans to promote equal opportunity. The EEO Officer conducts internal monitoring, compiles data, and provides reports to funders as requested.

Complaint Procedure

Any individual who believes they have experienced discrimination, harassment, or retaliation on the basis of their membership in a protected class may file a written complaint with the applicable program manager. The complaint will be investigated by the most immediate supervisor who is not directly involved with the subject of the complaint, and a written response will be provided as soon as practicable, and no later than thirty (30) days from the date the complaint was received.

Should the complainant be dissatisfied with the resolution of the complaint, they may file a written appeal with the Executive Director at:

Porchlight, Inc.
4 S Blair St
Madison, WI 53703
Phone: (608) 257-2534 | Fax: (608) 257-2507

The Executive Director will then review the appeal and make a final determination in writing within thirty (30) days of receipt. All decisions of the Executive Director are final.

Retaliation against any individual for making a good-faith complaint or participating in an investigation is strictly prohibited.