



Workplace Harassment

It is TCG's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability, sex, gender, gender identity and/or gender expression, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. The purpose of this policy is to ensure that in the workplace, no one harasses another individual.

While it is not easy to define precisely what types of conduct could constitute harassment, examples of prohibited behavior include using racially derogatory words, phrases, epithets, offensive demonstrations of a racial or ethnic nature, comments about racial/ethnic characteristics, making disparaging remarks about an individual's gender, gender identity and/or gender expression, negative comments about an employee's religious beliefs (or lack of religious beliefs), expressing negative stereotypes regarding an employee's birthplace or ancestry, negative comments regarding an employee's age when referring to employees 40 and over, derogatory or intimidating references to an employee's mental or physical impairment, or other conduct directed toward a person because of their protected status which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your supervisor & Interim People and Culture Director. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the CFO. Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including termination. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, TCG will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including termination. All employees must cooperate with all investigations.

Sexual Harassment

It is TCG's policy to prohibit harassment of any employee by any Supervisor, employee, member, or vendor based on sex or gender, gender identity and/or gender expression. The purpose of this policy is to ensure that at TCG all employees are free from sexual harassment. Examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars, or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of one's gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your supervisor & the Interim People and Culture Director. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the CFO. Note: If your supervisor is the person toward whom the complaint is directed, you should contact the Interim People and Culture Director. Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate.

Violation of this policy will result in disciplinary action, up to and including termination. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, TCG will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including termination. All employees must cooperate with all investigations.

New York City Supplemental Gender Discrimination

In accordance with New York City law, the Organization prohibits unlawful discrimination in employment based on gender. For purposes of this policy, gender is an individual's actual or perceived sex, including gender identity, self-image, appearance, behavior, or expression regardless of whether the individual's gender identity, self-image, appearance, behavior or expression is different from that traditionally associated with the legal sex assigned to that individual at birth.

The Organization is dedicated to ensuring the fulfillment of this policy as it applies to all terms and conditions of employment, including recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, accommodation requests, access to programs and facilities, employee activities and general treatment during employment. In furtherance of this policy:

- The Organization gives employees the option of indicating their preferred gender pronoun. The Organization's systems allow employees to self-identify their names and genders and do not limit such identifications to male and female only.
- All employees and other individuals have access to single-sex facilities consistent with their gender identity or expression. To the extent possible, the Organization provides single-occupancy restrooms and provides multi-user facilities for individuals with privacy concerns but will not require use of a single-occupancy bathroom because an individual is transgender or gender non-conforming.
- The Organization's dress code and grooming standards are gender neutral, and therefore do not differentiate or impose restrictions or requirements based on gender or sex.
- The Organization evaluates all requests for accommodation (including requests for medical leaves) in a fair and non-discriminatory manner.
- Employees who engage with the public as part of their job duties are required to do so in a respectful, non-discriminatory manner by respecting gender diversity and ensuring that members of the public are not subject to discrimination (including discrimination with respect to single-sex programs and facilities).

Employees with issues or concerns regarding gender discrimination or who feel they have been subjected to such discrimination can contact the Interim People and Culture Director. The Organization prohibits and does not tolerate retaliation against employees who report issues or concerns of gender discrimination pursuant to this policy in good faith.