



# **Equal Opportunity Policy**



## Equal Opportunity Policy

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## **I. Commitment to Equal Opportunity Principles**

The Federal Home Loan Bank of Des Moines (the Bank) is committed to promoting diversity and inclusion in all Bank activities, including management, employment, procurement, insurance and contract management.

In keeping with this commitment, FHLB Des Moines has established policies and practices to support and promote the concept of equal opportunity and affirmative action. These policies and procedures – which also extend to all aspects of the employment relationship (i.e. hiring, promotions, training, working conditions, compensation and benefits) as well as contracting policies and practices including procurement opportunities with diverse suppliers – are applicable for all employees, applicants for employment and contractors in accordance with all applicable federal, state and municipal laws.

FHLB Des Moines prohibits discrimination on the basis of color, race, religion, creed, gender, national origin, age, sexual orientation, gender identity, pregnancy, disability status, military status, genetic information or any other classification prohibited by applicable law. These policies and practices have been put in place to protect all employees, applicants for employment and contractors.

The Bank has designated the Human Resources Department as the Office of Minority and Women Inclusion responsible for ensuring compliance with requirements in the Housing and Economic Recovery Act of 2008.

## **II. Commitment to Diversity and Inclusion**

FHLB Des Moines values the unique set of experiences and cultural backgrounds that each employee brings to our organization. While our shared values unify our interactions with each other, every member of our team takes an active role each day in serving our members and helping them succeed. We encourage every individual to be authentic about who they are and the perspective they offer so that everyone feels appreciated and valued.

By embracing diversity – in all of its forms – the Bank can continue to remain competitive in a rapidly changing market. Fostering a culture that is open and respectful of the similarities and differences that are present in our workforce and market place allows the Bank to draw on a wealth of diverse ideas, perspectives and experiences that only make our organization stronger enabling the Bank to more effectively fulfill its mission, realize its vision, live its values and achieve its financial goals.

Diversity encompasses many visible characteristics such as race, gender, age and less obvious characteristics like personality style, ability, education, ethnicity, religion, job function, life experience, life style, sexual orientation, geography, regional differences, socioeconomic status, work experience and family situation.



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### **III. Harassment Free Environment**

The Bank strives to keep our workplace and all activities free from all forms of harassment. Some examples of conduct that might be considered harassment include ethnic slurs, derogatory or offensive remarks or jokes, sexually explicit material such as pictures or email, unnecessary physical contact, or verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile or offensive work environment.

The Bank considers harassment in all forms to be a serious offense and to violate the Bank's equal opportunity policy. All such harassment is unlawful and will not be tolerated.

### **IV. Complaint Procedure**

The Bank's complaint procedure provides for an immediate, thorough and objective investigation of any claim of harassment or discrimination. Appropriate disciplinary action will be taken against any employee found to have engaged in harassment or discrimination.

Any employee who believes that he/she has been harassed, discriminated against or retaliated against on the job, or is aware of such conduct toward others, should provide a written or verbal complaint to his/her manager/supervisor, to a member of the Human Resources Department or to an Executive Vice President.

An applicant or contractor who believes that he/she has been harassed, discriminated against or retaliated against or is aware of such conduct toward others should report the incident to the Office of Minority and Women Inclusion. A written complaint can be sent to the following email: [OMWI@fhlbdm.com](mailto:OMWI@fhlbdm.com).

The complaint should be as detailed as possible, including the names of individuals involved, the names of any witnesses, direct quotations when language is relevant and any documentary evidence (notes, pictures, etc.).

All reported complaints will be investigated. The Bank will immediately begin an investigation of the allegations of discrimination and/or retaliation. All complaints will be kept confidential to the extent possible.

### **V. Retaliation Prohibited**

The Bank prohibits retaliation against any employee, applicant or contractor for reporting a claim of harassment or discrimination or for participating in any investigation into allegations of possible illegal discrimination or harassment.

The procedure detailed above for complaints of harassment and/or discrimination also applies to complaints of retaliation.



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## **VI. Liability for Harassment, Discrimination or Retaliation**

Any employee of the Bank, applicant or contractor who is found to have engaged in harassment, discrimination or retaliation is subject to disciplinary action, up to and including termination of employment or services.

Appropriate action will also be taken to deter any future harassment, discrimination and/or retaliation.

## **VII. Communications**

Federal and state government nondiscrimination posters and the Bank's equal opportunity statement are displayed permanently in the Bank's offices, including through alternative media formats as necessary, and shall be posted on the Bank's website and intranet. This policy shall be reviewed at least annually.