



## **EQUAL OPPORTUNITY IN EMPLOYMENT AND CONTRACTING POLICY**

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### **EQUAL OPPORTUNITY IN EMPLOYMENT**

It is the policy of the Federal Home Loan Bank of Pittsburgh (Bank) to ensure equal opportunity in employment for all employees and applicants for employment without regard to race, religion, color, sex, national origin, age, disability status, genetic information, veteran's status, ancestry, sexual orientation, gender identity or status as a parent as defined by applicable law.

Positive steps will be taken to ensure the fulfillment of equal employment opportunity throughout the Bank, with particular emphasis in the following areas:

- Recruitment, advertising, or solicitation for employment
- Hiring, placement, promotion, transfer, or demotion
- Corrective action and separation decisions
- Rates of pay and other forms of compensation
- Selection for training and other development activities
- Reasonable workplace accommodations

The Bank will fulfill these responsibilities as a commitment to employees and applicants to ensure an atmosphere free of all forms of discrimination and harassment, to ensure the consideration of diverse applicants in the recruiting and selection processes, and to meet its responsibilities under the law.

### **EQUAL OPPORTUNITY IN CONTRACTING**

It is the policy of the Bank to ensure equal opportunity in contracting without regard to race, religion, color, sex, national origin, age, disability status, genetic information, veteran's status, ancestry, sexual orientation, gender identity or status as a parent as defined by applicable law.

The Bank undertakes efforts to help support: 1) minority-owned; 2) women-owned and 3) disabled-owned businesses, as defined in 12 C.F.R. §1223.1 (or any successor regulation), either directly or indirectly. Those efforts include the consideration of the diversity of a contractor (and its subcontractors if applicable) and the diversity of the proposed teams during the review and evaluation of potential contracts for goods and services.

Management maintains a Supplier Diversity statement on the Bank's public website, setting forth the Bank's commitment to providing minority-, women- and disabled-owned businesses direct access to the purchasing decision-makers within the Bank.

### **HARASSMENT FREE ENVIRONMENT**

The Bank believes that no one should be subjected to verbal, visual, or physical harassment of any nature including, without limitation, e-mail and other forms of electronic communication. This includes harassment by any employee, customer, or vendor. The Bank prohibits all forms of harassment. Specifically racial, ethnic, sexual, age, religion, national origin, and disability



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harassment are prohibited under any circumstances. Prohibited harassment includes conduct that has the purpose or effect of unreasonably interfering with the individual's work performance or creates an intimidating, hostile, or offensive work environment.

All aspects of harassment that create a hostile work environment and sexual harassment in the form of unwelcome sexual advances, requests for sexual favors, and all other verbal, visual, or physical conduct of a sexual or otherwise offensive nature are prohibited. This includes offensive comments, jokes, innuendoes, posters, magazines, materials, (including e-mail, graphics, pictorial, and electronic materials) and other sexually-oriented matter and statements.

### **COMPLAINT PROCEDURE**

Management is dedicated to creating and maintaining an atmosphere free of discrimination. Employees are expected to fully support this Equal Opportunity in Employment and Contracting Policy and are responsible for respecting the rights of their co-workers and contractors. Appropriate disciplinary action will be taken against any employee found to have engaged in discrimination or harassment. Employees are expected to cooperate and participate in investigations of matters involving violations of this policy as required by the Bank.

An employee who believes he/she has been subjected to any job-related harassment, or believes he/she has been treated in an unlawful, discriminatory manner, should promptly report the matter to his/her manager. If the employee feels that he/she is unable to discuss it with his/her manager, the employee should report it to another member of management or directly to a member of the Human Resources department. If the matter is reported by an employee to a member of management, the manager will promptly report the matter to Human Resources who will immediately investigate the matter and take swift corrective action, as appropriate. Information about the complaint will be kept confidential to the maximum extent possible. However, the Bank has a legal obligation to investigate complaints and take appropriate action.

A job applicant or a contractor who believes he/she has been subjected to discriminatory treatment in violation of this policy should promptly report any complaints in writing to:

Director, Office of Diversity and Inclusion (ODI)  
Federal Home Loan Bank of Pittsburgh  
601 Grant Street  
Pittsburgh, PA 15219

The Bank prohibits harassment, retaliation or reprisal of any kind against an individual for making a good faith complaint of discrimination in employment or contracting, or for assisting in the investigation of such a complaint.

### **THE OFFICE OF DIVERSITY AND INCLUSION**

The ODI Director has the responsibility for maintaining overall compliance with this Equal Opportunity in Employment and Contracting Policy and for providing assistance to employees



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and management as necessary. Any violations of this policy should be reported to the Bank's ODI Director. Violations of this policy are considered serious and will result in corrective action up to and including termination of employment with the Bank.

Management shall annually review with the Bank's Board of Directors (Board), the Bank's efforts to promote an environment free of discrimination and harassment as part of the Board's annual review and approval of this Equal Opportunity in Employment and Contracting Policy.

Approved by

A handwritten signature in blue ink, appearing to read "Patrick A. Bond", written over a horizontal line.

4-18-18

Patrick A. Bond, Chairman, Board of Directors

Date

A handwritten signature in blue ink, appearing to read "Winthrop Watson", written over a horizontal line.

4-20-18

Winthrop Watson, President and Chief Executive Officer

Date