



## **Equal Employment Opportunity Policy**

Federal Home Loan Bank of San Francisco  
600 California Street, Suite 300  
San Francisco, California 94108

**Table of Contents**

**Equal Opportunity Policy Statement ..... 3**

**Policy Dissemination ..... 3**

**Outreach ..... 3**

**Opportunities for the Disabled..... 4**

**Equal Employment Opportunity Policy Review..... 4**

**Reporting Complaints and Concerns ..... 4**

---

## Equal Opportunity Policy Statement

---

The Federal Home Loan Bank of San Francisco ("the Bank") is deeply committed to the principles of equal opportunity in employment and contracting, without regard to race, color, religion, national origin, citizenship, ancestry, sex, gender identity, sexual orientation, physical or mental disability, military service or veteran status, caregiver status, age, family care or medical leave status, marital status, domestic partner status, genetic information, or any other basis protected by applicable law.

The Bank is strongly committed to fairness and equal opportunity in employment. The Bank is welcoming, responsive, and respectful of all individuals. We realize that our employees are the Bank's competitive advantage and that our strength and success depend on our employees. At all levels of our organization, we strive to attract and maintain a diverse workforce. The Bank welcomes those who are interested in joining an environment that optimizes the performance of every individual in pursuit of our business objective: to help meet the borrowing needs of communities served by our member banks.

To reach new and prospective employees, we actively partner with various professional associations, community organizations, and internship programs that support the communities we serve.

The Bank is also strongly committed to providing equitable opportunities to diverse businesses and communities by promoting supplier diversity engagement throughout the Bank. Our commitment directly contributes to fostering strong and vibrant communities through economic development opportunities. Our supplier database includes businesses that are owned by minorities, women, disabled persons, veterans, and members of the lesbian, gay, bisexual, and transgender (LGBT) community.

The Bank prohibits retaliation or reprisal against any individual, employee, applicant, supplier, or potential supplier for reporting or participating in an investigation of a claim of discrimination to the Bank.

The Board of Directors has designated the Human Resources Department as the Office of Minority and Women Inclusion responsible for ensuring compliance with the related requirements in the Housing and Economic Recovery Act of 2008. The Human Resources Department may be contacted by email at [hr@fhlbsf.com](mailto:hr@fhlbsf.com).

---

## Policy Dissemination

---

The Bank's efforts to publicize its commitment to equal employment opportunity and nondiscrimination in employment, include, but are not necessarily limited to, the following:

1. Notification to all outside recruiting sources and employment agencies used by the Bank of its commitment to equal employment opportunity.
2. Inclusion of a statement of the Bank's status as an equal opportunity employer on all advertisements and employment applications.
3. Publication of this policy on the Bank's website, which is accessible to employees, applicants for employment, and members of the public.

---

## Outreach

---

The Bank works with recruiting sources and organizations oriented toward diverse groups to ensure that members of those groups are aware of employment opportunities at the Bank. Specifically, the Bank:

1. Informs all recruitment sources of the Bank's commitment to equal employment opportunity and reviews the sources annually to determine their success at generating candidates from groups that have been historically underrepresented in the workplace.

2. Maintains a list of organizations focused on groups that have historically been underrepresented in the workplace, and reviews annually their effectiveness as sources of recruitment from such groups.
3. Networks at events and posts available positions with placement services serving groups that have been historically underrepresented in the workplace to meet the Bank's recruitment needs.
4. Advertises in publications serving groups that have historically been underrepresented in the workplace, in addition to publications with a more general audience, to meet the Bank's recruitment needs.

## Opportunities for the Disabled

---

It is the Bank's policy to afford equal employment opportunity to all disabled employees and job applicants and to reasonably accommodate all qualified individuals with a disability, consistent with the Bank's responsibilities as a private employer under the Americans with Disabilities Act of 1990, as amended ("ADA").

Requests for accommodation may be made to representatives of the Human Resources Department. The Human Resources Department will review all requests for accommodation and will communicate approval or denial to the requestor.

Requests for reasonable accommodations should be directed to:  
Human Resources Department  
Federal Home Loan Bank of San Francisco  
PO Box 7948  
San Francisco, CA 94120

## Equal Employment Opportunity Policy Review

---

The Senior Vice President and Director of Human Resources is the Bank's Equal Employment Opportunity (EEO) and Office of Minority and Women Inclusion (OMWI) Officer. The EEO and OMWI Officer is responsible for establishing, administering, and reviewing on a regular basis the Bank's program of equal employment opportunity. At least once a year, the EEO and OMWI Officer will review the effectiveness of all of the Bank's equal employment policies, programs, and procedures. The results of the review and any recommendations for changes and improvements will be reported to the Bank's Chief Executive Officer and Board of Directors.

## Reporting Complaints and Concerns

---

Individuals with complaints or concerns regarding perceived discrimination in employment may bring these issues to the attention of the EEO and OMWI Officer.

Any request for formal review of a complaint must be in writing and describe in reasonable detail, the reason for the complaint, including but not limited to the individual(s) involved, the action or treatment believed to be discriminatory, and the approximate applicable time period. The EEO and OMWI Officer, or his representative, will thoroughly investigate every reported complaint of discrimination and will provide the results of the investigation to the person lodging the complaint.

Complaints of discrimination should be directed to:  
Senior Vice President and Director of Human Resources  
FHLBank San Francisco  
PO Box 7948  
San Francisco, CA 94120

The Federal Home Loan Bank of San Francisco prohibits retaliation against any individual who files a complaint or other concern pursuant to this policy.