

**FHLBank**  
**San Francisco**

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**Equal Employment Opportunity Policy**

**October 2019**

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## Equal Employment Opportunity

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The Federal Home Loan Bank of San Francisco (Bank) is deeply committed to the principles of equal employment opportunity for employees and applicants, and strives to ensure these principles are held at all levels of the Bank without regard to their race, color, religion, religious creed (including religious dress and religious grooming), national origin, citizenship, ancestry, sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding or related medical conditions), gender, gender identity (including transgender identity), gender expression (including nonconformance with gender stereotypes), sexual orientation, physical or mental disability, legally protected medical or genetic condition or information, military or veteran status, caregiver status, age, family care (including status as a parent) or medical leave status, military caregiver status, status as a victim of domestic violence, sexual assault or stalking, marital status, domestic partner status, enrollment in a public assistance program, engagement in protected communications regarding employee wages, requests for a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by applicable law. When necessary and appropriate, the Bank also makes reasonable accommodations for disabled employees and applicants; for pregnant employees who request an accommodation for pregnancy, childbirth, or related medical conditions; for employees who are victims of domestic violence, sexual assault, or stalking; and for applicants and employees based on their religious beliefs and practices. The Bank also prohibits sexual harassment and the harassment of any employee on any of the bases listed above.

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 members. 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 Bank's Chief Executive Officer has established the enterprise Diversity and Inclusion Program and Office of Diversity and Inclusion (D&I), both of which are overseen by a designated D&I Officer, the Bank's Chief of Staff, who reports directly to the Chief Executive Officer and serves as the Bank's Office of Minority & Women Inclusion Officer.

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## Equal Employment Opportunity Policy Review

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The Director of Human Resources is the Bank's Equal Employment Opportunity (EEO) Officer. The EEO 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 Officer will review the effectiveness of all 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.

## Outreach

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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:

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

## Policy Dissemination

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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:

- Notification to all outside recruiting sources and employment agencies used by the Bank of its commitment to equal employment opportunity.
- Inclusion of a statement of the Bank's status as an equal opportunity employer on all advertisements and the Bank's employment application.

## Reasonable Accommodation

It is the Bank's Policy to afford equal employment opportunity to all employees and applicants and to reasonably accommodate requests related to religious beliefs or practices, and requests from 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 reasonable accommodation may be made to representatives of the Human Resources Department. Human Resources will review all requests for accommodation and will communicate approval or denial to the requestor.

Requests for reasonable accommodation should be directed to:

Federal Home Loan Bank of San Francisco  
Human Resources  
333 Bush Street, Suite 2700  
San Francisco, CA 94104

## Reporting Complaints and Concerns

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Individuals with complaints or concerns regarding perceived discrimination in employment may bring these issues to the attention of the EEO 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 Officer, or her representative, will thoroughly investigate every reported complaint of discrimination and will provide the results of the investigation to the person lodging the complaint.

The Bank prohibits retaliation against any individual who files a complaint or other concern pursuant to this Policy.

Complaints of discrimination should be directed to:

Federal Home Loan Bank of San Francisco  
Director of Human Resources, EEO Officer  
333 Bush Street, Suite 2700  
San Francisco, CA 94104