



***Be Peace. Choose Peace. Create Peace.***

## **EQUAL OPPORTUNITY POLICY**

Approved by the Board of Directors on 04172016

Revised by the Board of Directors on 06232019

### **Policy Purpose**

To ensure equal opportunity for all people to participate fully in the governance, management, operations, and programs and services of Peace Through Action USA (the “Corporation”); and further to prohibit discrimination against people participating or seeking to participate in the Corporation.

### **Definitions**

1. **Discrimination**—Failure or refusal to elect, appoint, hire, select, compensate, promote, or serve, or to remove or dismiss, any individual on the basis of their having a protected trait.
2. **Interested Person**—Any director, officer, employee, contractor, volunteer, beneficiary of the Corporation’s programs and services, or other individual with a specific interest in the Corporation.
3. **Protected Traits**—Race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, political affiliation, disability, matriculation, familial status, source of income, genetic information, place of residence or business of any individual, status as a victim of an intrafamily offense, military status, veteran status, or any other legally protected trait.
4. **Retaliation**—Any action harmful to an interested person, including reprisal, recrimination, demotion, interference with lawful employment or livelihood, removal from assignment, or deprivation of the Corporation’s programs and services.

### **Policy**

1. Peace Through Action USA (the “Corporation”) aspires to achieve and maintain an organization culture and practice of equal opportunity, in which all are welcomed to participate fully in the Corporation’s governance, management, operations, and programs & services.
2. The Corporation shall comply with all applicable laws establishing equal opportunity in participation and prohibitions on discrimination on the basis of protected traits.
3. The Corporation shall not discriminate against any interested person on the basis of an actual or perceived protected trait of such person.
4. The Corporation advises interested persons with allegations of discrimination by the Corporation to report violations to the Corporation and/or to an appropriate public authority.
5. The Corporation shall neither prevent nor interfere with an interested person reporting an allegation of discrimination.
6. The Corporation shall protect interested persons from retaliation for reporting allegations of discrimination.
7. The Corporation shall protect the confidentiality of interested persons who report allegations of discrimination, to the maximum extent possible, with the understanding that confidentiality may not be maintained where identification is required by law or in order to enable the Corporation or public authority to conduct an adequate investigation.

8. Interested persons, when reporting allegations of discrimination, shall report to the chief executive officer of the Corporation or their designee, except if the violation involves the chief executive officer, the interested person shall report to the board of directors chair or their designee.
9. Interested persons may report to allegations of discrimination to an appropriate public authority, including the District of Columbia Office of Human Rights.
10. The Corporation shall give an interested person the opportunity to disclose to the Corporation all material facts pertaining to the allegation of discrimination.
11. The chief executive officer or designee, or Board of Directors chair or designee, shall review material facts presented and determine the appropriate course of action, to include
  - a) investigation and action by the chief executive officer,
  - b) referral to the Board of Directors or committee with Board of Directors delegated powers for investigation, discussion, and decision,
  - c) investigation by and recommendation to the chief executive officer or board of directors chair from a disinterested person retained by the Corporation, and/or
  - d) referral to an appropriate public authority.
12. The Corporation shall inform the interested person of the Corporation's decision resulting from the person's report of alleged discrimination.
13. The chief executive officer or designee shall maintain records pertaining to reports of alleged discrimination and the Corporation's responses and decisions thereto.
14. The Board of Directors secretary shall ensure that minutes of the Board of Directors and committees with Board of Directors delegated powers contain a record of any Board or committee investigation, discussion, and decision pertaining to an allegation of discrimination.
15. The Corporation instructs interested persons of the Corporation's equal opportunity policy by an orientation to the policy, notices in the organization's print and online materials, and the distribution of policy and procedures.