



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, 07112021

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. Covered Position—Position of the organization with recurring and unaccompanied access to a vulnerable population, with control over or access to the Corporation's moneys or accounting system, or with driving as a typical duty or activity.
2. 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.
3. 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.
4. Protected Traits—Race, color, national origin, ancestry, religion, age, disability, sex, sexual orientation, gender identity, gender expression, personal appearance, genetic information, political affiliation or opinion, matriculation, marital status, familial status, family responsibilities, source of income, occupation, 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.
5. Recurring Access—The ability on more than one occasion to approach, observe, or communicate with an individual, through physical proximity or other means, including but not limited to, electronic or telephonic communication.
6. 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.
7. Unaccompanied—Not in the physical presence of a person cleared for access to a vulnerable population.
8. Vulnerable Population—Persons age 17 or younger, persons age 60 and older, and/or individuals with disabilities.

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 considers, only when permitted by law, the criminal histories and driving infractions histories of interested persons accepting an offer of a covered position with or filling a covered position with the Corporation. Among the factors the Corporation considers are the specific duties and responsibilities of the position; the bearing of the offense on the applicant's fitness or ability to perform the position; the time that has elapsed since the offense; the age of the person at the time of the offense; the frequency and seriousness of the offense; and any information provided by the person to show that they have been rehabilitated. The Corporation may continue to offer the position or retain the position holder, rescind an offer of the position, terminate the person's relationship with the Corporation, or place the person in an alternate position only if the Corporation concludes the person's crimes or infractions put the Corporation's people or resources or vulnerable populations at risk of harm, or if the person's crimes or infractions are incompatible with the mission, values, or policies of the Corporation.
5. 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.
6. The Corporation shall neither prevent nor interfere with an interested person reporting an allegation of discrimination.
7. The Corporation shall protect interested persons from retaliation for reporting allegations of discrimination.
8. 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.
9. 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.
10. Interested persons may report to allegations of discrimination to an appropriate public authority, including the District of Columbia Office of Human Rights.
11. The Corporation shall give an interested person the opportunity to disclose to the Corporation all material facts pertaining to the allegation of discrimination.
12. 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.
13. The Corporation shall inform the interested person of the Corporation's decision resulting from the person's report of alleged discrimination.
14. The chief executive officer or designee shall maintain records pertaining to reports of alleged discrimination and the Corporation's responses and decisions thereto.
15. 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.

16. 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.