



Diversity & Equal Employment Opportunity/Affirmative Action Policy

Policy Description

It is NatureServe's policy to encourage and support a work environment that provides all employees with self-respect, dignity, and fairness. Toward that goal, NatureServe has adopted policies concerning Equal Employment/Affirmative Action.

Purpose

Encouraging diversity in our workforce through these policies will provide a healthy work environment, which helps NatureServe better accomplish its mission. This policy supports compliance with United States government requirements.

References, Resources, and Explanatory Notes

The attached Statement of Policy is part of and incorporated in this Policy.

Refer to the Operations Division for additional information.

STATEMENT OF POLICY Equal Employment Opportunity/Affirmative Action

To further its goal of equal employment opportunity for all employees and prospective employees without regard to race, color, religion, sex, age, national origin, or sexual orientation, the NatureServe states as its policy the following:

1. It is the policy of NatureServe to recruit, hire, train, and promote persons in all job titles without regard to race, color, religion, sex, age, national origin, or sexual orientation.
2. All employment decisions shall be consistent with the principle of equal employment opportunity, and only valid qualifications will be required.
3. All personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, organization-sponsored training, education, tuition assistance, social, and recreation programs will be administered without regard to race, color, religion, sex, age, national origin, or sexual orientation.

It is the policy of NatureServe not to discriminate on the basis of a physical or mental disability or an individual's status as a disabled veteran or veteran of the Vietnam era with regard

to recruitment or recruitment advertising, hiring, training, promotion and other terms and conditions of employment, provided the individual is qualified to perform the work available. The organization treats qualified disabled individuals, qualified disabled veterans, and qualified veterans of the Vietnam era without discrimination based upon their physical or mental disability or veterans' status in all employment practices.

All personnel actions or programs that affect qualified disabled individuals, disabled veterans, and veterans of the Vietnam era, such as employment, upgrading, demotion or transfer, recruitment, advertising, termination, rate of pay or other forms of compensation, and selection for training, will be made without discrimination based upon the individual's physical or mental disability or veterans' status.

The organization makes and will continue to make reasonable accommodations to promote the employment of qualified disabled individuals and disabled veterans unless such accommodations would impose an undue hardship on the organization's business.

Complaint Procedure

Any individual who believes that she or he has been the subject of workplace discrimination or harassment based on race, color, religion, sex, age, national origin, or sexual orientation, or who believes that she or he has knowledge of such discrimination or harassment against another employee should report it immediately to the Chief Operating Officer, any representative of Human Resources, the complainant's supervisor, or any other NatureServe employee in a supervisory or managerial position.

The staff member receiving a complaint of workplace discrimination or harassment based on race, color, religion, sex, age, national origin, or sexual orientation will immediately notify Human Resources and/or Operations division staff, who will take appropriate steps to initiate an investigation. All investigations into charges of such discrimination or harassment will be conducted as expeditiously, discreetly, and confidentially as possible. The results of any such investigation will be communicated at least to the individual complaining of discrimination or harassment and to the alleged harasser. NatureServe will take corrective action, if appropriate, up to and including dismissal, based on the outcome of the investigation.

No individual who initiates a complaint of discrimination or harassment in good faith or who cooperates in the investigation of such a complaint will be subjected to any form of retaliation or otherwise disadvantaged as a result. Any acts of retaliation will be treated as discrimination and will result in appropriate disciplinary action.

Board Approval

This policy was originally approved by the Board of Directors on January 22, 2001, and updated in **February 2007**.