

# Foundational Anti-Discrimination Policy

## Purpose

This policy affirms our organization's commitment to fostering a safe, respectful, and inclusive environment, free from all forms of discrimination.

## Scope

This policy applies to all employees, contractors, applicants, interns, and visitors within all operational contexts of the organization.

## Policy Statement

Discrimination based on race, color, ethnicity, national origin, gender, gender identity or expression, sex, sexual orientation, disability, age, religion, creed, marital status, veteran status, or any other protected characteristic is strictly prohibited.

## Definitions

- **Discrimination:** Any unfair or unequal treatment of an individual or group based on protected characteristics.
- **Harassment:** Unwelcome conduct based on protected characteristics that creates a hostile work environment.
- **Retaliation:** Adverse actions taken against an individual for reporting discrimination or participating in related investigations.

## Responsibilities

- All individuals must comply with this policy and promote a respectful environment.
- Managers must respond promptly to reports of discrimination and support affected individuals.
- Human Resources is responsible for training, investigating complaints, and upholding nondiscrimination practices.

## Reporting and Complaint Procedure

- Individuals should report incidents to their manager or Human Resources as soon as possible.
- Reports will be investigated promptly and confidentially to the extent possible.
- No retaliation will be tolerated against those making good faith reports.

## Consequences of Violations

Violations of this policy may result in corrective action, up to and including termination of employment or contract.

## Review and Amendments

This policy will be reviewed regularly and updated as necessary to ensure ongoing effectiveness.

