

# **Sacramento River Settlement Contractors NON-DISCRIMINATION POLICY**

## **I. Purpose**

The California nonprofit corporation the Sacramento River Settlement Contractors (the Organization) strives to maintain a workplace that fosters mutual respect and promotes professional conduct as well as harmonious, productive, working relationships. Our Organization believes that discrimination, harassment, and retaliation in any form constitute misconduct that undermines the integrity of the employment relationship. Therefore, the Organization has adopted a policy not to engage in discrimination against or harassment of any person working with or on behalf of the Organization and requires any contractors and/or subcontractors to abide by the same policy.

This policy applies to all persons and further recognizes that California's Fair Employment and Housing Act (FEHA) provides protection for the following protected characteristics: age (over 40), ancestry, color, religious creed, denial of family and medical care leave, disability (mental and physical) including HIV and AIDS, marital status, medical condition (cancer and genetic characteristics), military and veteran status, genetic information, national origin, race, religion, sex, gender, gender identity, gender expression, and sexual orientation.

## **II. Scope**

This policy applies to all persons working with or on behalf of the Organization, whether employed directly by the Organization or through an administrative services contract, and to all individuals who may have contact with this Organization such as vendors, customers, unpaid interns, volunteers and independent contractors (hereinafter referred to as "Organization Representatives"). It applies during normal working hours, at work related or sponsored functions, and while traveling on work related business. There will be no recriminations for anyone who in good faith alleges illegal harassment.

## **III. Definitions**

Gender: The sex of a person, including a person's gender identity, and gender expression.

Gender expression: A person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

Gender identity: An individual's personal sense of himself/herself as being male and masculine or female and feminine, or ambivalent.

Pregnancy: Includes pregnancy, childbirth, and medical conditions related to pregnancy and childbirth.

Service in the Uniformed Services: Includes service in the uniformed services as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), as well as state military and naval service.

Veterans: Includes veterans with disabilities, recently separated veterans, Vietnam era veterans, veterans who served on active duty in the U.S. Military, Ground, Naval or Air Service during a war or in a campaign or expedition for which a campaign badge has been authorized, or Armed Forces service medal veterans.

#### **IV. Policy**

In the event that the Organization hires employees, equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, training, promotion, transfer, compensation, benefits, discipline, layoff, recall and termination, and all employment practices. The Organization will take such affirmative action as is necessary to ensure implementation of this policy.

The Organization also prohibits unlawful discrimination based on the perception that anyone has any of the protected characteristics described above or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful and will not be tolerated.

All Organization Representatives are asked to report any practices in violation of this policy. The Organization thoroughly investigates all alleged discrimination and takes appropriate corrective action when required. The Organization prohibits any form of discipline or retaliation against any individual for reporting, in good faith, violations of this policy or for participating in the investigation of a violation of this policy.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Organization will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions on the job should contact the President of the Organization and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The Organization then will conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job. The Organization will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the Organization will make the accommodation.

Reports of possible acts of discrimination should be made to the President of the Organization, unless such person is the cause of the report, in such case the report should be directed to the Board of Directors. Confidentiality will be kept to the extent possible, but the Organization will take the appropriate action to investigate complaints or allegations of discrimination and the investigation will not be kept confidential. If it determines that discrimination in violation of this policy has occurred, effective remedial action will be taken, commensurate with the severity of the offense. Appropriate action will also be taken to deter any future discrimination. Whatever action is taken will be made known to you, and as appropriate, to others directly concerned, and the Organization will take appropriate action to remedy any loss to you as a result of the discrimination. The Organization will not retaliate against you for filing a complaint and will not permit retaliation by management employees, supervisory personnel, or your co-workers.