



## **Non-Discrimination Policy**

**Policy:** It is the policy of SFPE that it does not and shall not discriminate on the basis of race, color, and religion (creed), gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. SFPE is committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

**Purpose:** In pursuit of that ideal, SFPE is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisement for employment, compensation, termination, upgrading promotions, and other conditions for employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression

**Responsibility:** It is the responsibility of the SFPE Chief Executive Officer to ensure that all aspects of this policy is adhered and any complaints will be forwarded to the Board of Directors.

### **Scope of Policy**

This policy applies to persons engaging or seeking to engage in any SFPE activities.

### **Reporting an Incident**

Any individual covered by this policy who believes that he or she has been subjected to discrimination should contact SFPE, CEO. All complaints will be treated seriously and be investigated promptly. Confidentiality will be honored to the extent permitted as long as the rights of others are not compromised.

### **Retaliation is Prohibited**

SFPE will not tolerate any form of retaliation against persons who file a complaint or assist in the investigation. Retaliation is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

### **Disciplinary Action**

Individuals engaging in behavior prohibited by this policy as well as those making allegations of discrimination in bad faith will be subject to disciplinary action. SFPE is granted the right to terminate the membership of any member.

### **Appeals and Questions**

In the event that the individual is dissatisfied with the results of the investigation, he or she may appeal to the President of the Society. Any questions regarding this policy should be directed to the SFPE CEO or President.