



## **NON-DISCRIMINATION POLICY**

### **Commitment to Diversity, Inclusion, and Nondiscrimination**

The Spina Bifida Association (SBA) is committed to a diverse workforce and fair employment practices. SBA believes that a diverse workforce helps the organization realize its full potential. Recognizing and developing the talents of each individual bring new ideas to SBA. The organization benefits from the creativity and innovation that results when people who have different experiences, perspectives, and cultures work together. We believe a well-managed, diverse workforce expands SBA's base of knowledge, skills, and cross-cultural understanding, which in turn enables us to understand, relate, and respond to our diverse and changing community and customer base. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of all services. We are committed to providing an inclusive and welcoming environment for all of our staff members, constituents, volunteers, subcontractors, and vendors. Our overall commitment is reflected in our diversity and inclusion philosophy.

### **SBA's Diversity and Inclusion Philosophy**

- A diverse, high-achieving workforce is a sustainable competitive advantage that over time will differentiate SBA in the marketplace. It is essential to our future success and growth.
- An inclusive, flexible work environment that values differences and motivates employees and volunteers to contribute their best.
- To better serve our constituents, we must attract, develop, promote, and retain a diverse workforce and volunteer base.
- Trust, mutual respect, and dignity are fundamental beliefs that are reflected in our behavior and actions.
- Accountability for diversity and inclusion goals drives our success and builds integrity and trust.

### **Compliance, Equal Opportunity, and Affirmative Action**

SBA's policies and supporting practices are built upon this philosophy as well as a set of values that include a strong belief that all employees, volunteers, vendors, and subcontractors should be treated with dignity and respect. In accordance with this, SBA does not discriminate against any employee or applicant for employment or volunteer regard to age, sex, race, creed, national origin, religious persuasion, marital status, gender, gender expression, sexual orientation, political belief, disability, or military status and to

take affirmative action to ensure equal employment opportunities for disabled persons and all veterans. It is also company policy to comply with all applicable national, state, and local laws pertaining to nondiscrimination and equal opportunity. In furtherance of these commitments, it has been and will continue to be a fundamental policy of the organization to annually update and take action-oriented steps to implement efforts to engage a full spectrum of volunteers, potential staff members, vendors, and others who provide service to SBA, and to undertake regular evaluation and audits of our efforts and progress in this regard.

It is the responsibility of each and every employee of SBA to give our policy of equal employment opportunity real meaning and full support.

### **Equal Employment Opportunity**

The only thing we require for employment, compensation, advancement, and benefits is excellence. It is the policy of SBA to recruit, employ, promote, advertise employment opportunities, compensation, termination, upgrading promotions, and take other personnel actions with respect to all employees and job classifications without regard to age, sex, race, creed, national origin, religious persuasion, marital status, gender, gender expression, sexual orientation, political belief, disability, or military status and to take affirmative action to ensure equal employment opportunities for disabled persons and all veterans.

Further, no one will be denied opportunities or benefits because of the existence of a physical or mental impairment or disability as defined by the Americans with Disabilities Act, so long as, with the provision of reasonable accommodations, such impairment or disability does not substantially limit such person's performance of one or more essential job functions.

SBA's procedure for responding to individual discrimination complaints is guided by the regulations of the Equal Employment Opportunity Commission. These procedures are posted in areas throughout the organization. Any employee or applicant for employment who believes that unlawful discrimination has occurred either to themselves or to some other member of the organization must consult with the Chief Financial Officer, Chief Operating Officer, or President & CEO within a reasonable period of time following the alleged discriminatory action. If the staff person does not feel comfortable doing so, they may contact SBA's Professional Executive Organization to report the incident or the Chair of the Board. Then a thorough investigation will be conducted. No employee will be the subject of any retaliation for filing a complaint of discrimination or harassment or for participating in any investigation into such a complaint.

**This policy supersedes any earlier policies in regards to non-discrimination and will apply to all policies and procedures of SBA.**