

SUSTAINABLE ENVIRONMENTAL ADVOCACY AND DEVELOPMENT

Nondiscrimination Policy

Board Governance Policy

Adopted by Board of Trustees	
Effective Date	
Next Review	

1. Purpose

Sustainable Environmental Advocacy and Development (SEAD) is committed to providing an inclusive environment in which all persons are treated with dignity, fairness, and respect. SEAD prohibits unlawful discrimination in its governance, employment, volunteer service, programs, partnerships, contracting, and delivery of services. This policy supports SEAD's charitable mission and commitment to ethical, equitable, and accountable operations.

2. Policy Statement

SEAD does not discriminate unlawfully on the basis of race, color, national origin, ancestry, ethnicity, religion or creed, sex, pregnancy, childbirth or related conditions, sexual orientation, gender identity or expression, age, disability, genetic information, marital or familial status, veteran or military status, citizenship or immigration status where protected by law, or any other characteristic protected by applicable federal, state, or local law.

3. Scope

This policy applies to SEAD trustees, officers, employees, applicants, volunteers, interns, contractors, consultants, program participants, beneficiaries, donors, vendors, partners, and other persons who interact with SEAD. It applies to decisions and conduct involving:

- Recruitment, hiring, compensation, promotion, training, discipline, and other employment practices;
- Selection and treatment of volunteers, interns, contractors, and consultants;
- Board and committee service and organizational leadership opportunities;
- Admission to, participation in, and delivery of SEAD programs, services, events, and activities;
- Procurement, vendor selection, partnerships, grants, and other organizational relationships; and
- Use of SEAD facilities, communications, digital platforms, and organizational resources.

4. Equal Opportunity and Access

SEAD will make organizational decisions based on legitimate mission-related, programmatic, professional, and operational considerations. SEAD will seek to provide equal opportunity and meaningful access to its programs and activities and will provide reasonable accommodations to qualified individuals with disabilities when required by applicable law and when doing so does not impose an undue hardship or fundamentally alter a program or service.

5. Prohibited Conduct

Prohibited conduct includes unlawful discrimination, harassment, exclusion, retaliation, or unequal treatment based on a protected characteristic. SEAD also prohibits conduct that interferes with a person's ability to participate in SEAD employment, governance, programs, or activities because of a protected characteristic.

6. Harassment

Harassment based on a protected characteristic is prohibited when it violates applicable law or SEAD standards of professional and respectful conduct. This includes verbal, visual, physical, electronic, or other

conduct that creates an unlawfully hostile, intimidating, or offensive environment or unreasonably interferes with a person's participation in SEAD activities.

7. Reasonable Accommodations

Requests for reasonable accommodation related to disability, religion, pregnancy, or another legally protected need should be directed to the President/Executive Director or another person designated by the Board. SEAD will engage in an appropriate interactive process and evaluate requests in accordance with applicable law, organizational capacity, program requirements, safety considerations, and the essential functions involved.

8. Reporting Concerns

A person who believes this policy has been violated should report the concern promptly to the President/Executive Director, Board Chair, or another person designated by the Board. If the concern involves the person who would ordinarily receive the report, it should be directed to another uninvolved officer or trustee. Reports should include sufficient information to allow SEAD to understand and review the concern.

9. Review and Response

SEAD will review reports promptly, fairly, and as confidentially as reasonably practicable. The organization may conduct or arrange an investigation appropriate to the circumstances. Persons covered by this policy are expected to cooperate with good-faith reviews. When a violation is substantiated, SEAD may take corrective action appropriate to the circumstances, including changes to practices, training, discipline, termination of a relationship, or other remedial measures.

10. No Retaliation

SEAD prohibits retaliation against any person who, in good faith, reports suspected discrimination or harassment, requests an accommodation, participates in an investigation, or exercises rights protected by law. Knowingly making a materially false allegation is not protected by this provision; however, a good-faith report is protected even when the concern is not substantiated.

11. Responsibilities

The Board of Trustees is responsible for oversight of this policy. The President/Executive Director or other designated management official is responsible for implementation, communication, and appropriate training. Trustees, officers, employees, volunteers, and other representatives of SEAD are expected to comply with this policy and promote respectful, nondiscriminatory conduct.

12. Relationship to Law and Other Policies

This policy is intended to complement SEAD's governing documents, Code of Ethics, Whistleblower Policy, and other applicable policies. It does not limit rights or remedies available under federal, state, or local law. Where applicable law provides greater protection, SEAD will follow the applicable legal requirement.

13. Policy Administration and Review

The Board of Trustees may amend this policy as necessary to reflect changes in law, organizational operations, or best practices. The policy should be reviewed periodically and after material changes affecting SEAD's legal or operational obligations.

Board Chair / Authorized Trustee	
Signature	
Date	