
Nondiscrimination, Equal Opportunity & Inclusion

POLICY

Effective Date: December 2014 | Board Approved: December 2014

1. Our Commitment

Community Women Vital Voices (CWVV) is committed to treating every person with dignity, fairness, and respect. We strive to provide a welcoming environment where individuals can participate in our programs, receive services, volunteer, and pursue employment opportunities without discrimination, harassment, or retaliation.

This commitment supports CWVV's mission to strengthen communities, advance equity, and address the needs of women, seniors, disaster survivors, and underserved populations.

2. Scope

This policy applies to CWVV's board members, officers, employees, volunteers, interns, contractors, and anyone acting on behalf of the organization. It covers employment, volunteer opportunities, programs, services, events, outreach, partnerships, and the distribution of assistance.

3. Nondiscrimination and Equal Opportunity

CWVV prohibits discrimination based on actual or perceived race, color, ancestry, national origin, ethnicity, religion or creed, age, sex, pregnancy, childbirth, breastfeeding or related medical conditions, gender, gender identity, gender expression, sexual orientation, marital status, physical or mental disability, medical condition, genetic information, military or veteran status, reproductive health decision-making, citizenship, immigration status, primary language, or any other characteristic protected by applicable law.

This protection also extends to discrimination based on a person's association with someone who has, or is perceived to have, a protected characteristic.

Employment and volunteer decisions will be based on relevant qualifications, abilities, responsibilities, and organizational needs, consistent with applicable law.

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4. Fair Access to Programs and Services

CWVW will administer its programs and services fairly, respectfully, and consistently. Any eligibility requirements will be clearly communicated, lawful, and related to the purpose of the program.

CWVW may focus outreach and resources on communities experiencing particular needs or barriers. Such efforts will be carried out in a manner consistent with this policy, applicable law, and lawful funding requirements.

Participation in CWVW services will not require religious participation, political affiliation, or support for a political candidate.

5. Accessibility and Reasonable Accommodations

CWVW will provide reasonable accommodations required by applicable law for disabilities, religious practices, pregnancy, and related needs. Requests will receive timely consideration through a respectful, individualized process.

CWVW will work to reduce barriers to participation through accessible locations, communication methods, and materials, and will seek to address language access needs.

Accommodation requests may be made to the President & CEO or the designated program coordinator.

6. Prohibition of Harassment

CWVW prohibits harassment, including sexual harassment and conduct based on a protected characteristic. Prohibited conduct includes unwelcome sexual advances, discriminatory slurs, offensive comments or images, intimidation, and other conduct that creates a hostile or abusive environment.

These standards apply to in-person activities, electronic communications, online meetings, and other CWVW-related interactions.

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7. Reporting Concerns

Anyone who experiences or witnesses discrimination, harassment, retaliation, or a denial of reasonable accommodation is encouraged to report the concern promptly.

Reports may be made verbally or in writing to:

- The President & CEO;
- A supervisor or designated program coordinator; or
- The Board Chair or another uninvolved board member.

A person does not need to report a concern to the individual whose conduct is at issue. Concerns involving the President & CEO should be directed to the Board Chair or another uninvolved board member.

Reports should include available details, such as what occurred, when and where it happened, individuals involved, and any witnesses or supporting information. Incomplete or anonymous reports will be considered to the extent possible.

8. Response and Corrective Action

CWVW will acknowledge concerns promptly and arrange a timely, fair, and impartial review by an appropriate person who is not implicated in the complaint.

Information will be shared only as reasonably necessary to investigate, respond, and meet legal obligations. Complete confidentiality cannot be guaranteed.

When a violation is found, CWVW will take appropriate corrective action. Depending on the circumstances, this may include education, changes to procedures, disciplinary action, removal from a volunteer role, or termination of employment or a contractual relationship.

CWVW will communicate the resolution to the reporting person as appropriate while respecting the privacy of others.

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9. Protection Against Retaliation

CWVV prohibits retaliation against anyone who, in good faith, reports a concern, requests an accommodation, assists another person in reporting, or participates in an investigation.

A report does not have to be substantiated for this protection to apply. Suspected retaliation should be reported through the same channels described above.

Nothing in this policy limits anyone's right to contact a government agency or pursue other remedies available under applicable law.

10. Implementation and Review

The President & CEO and Board of Directors are responsible for implementing this policy, communicating it to those acting on behalf of CWVV, and reviewing it annually. Supervisors and program leaders must promptly refer reported or observed concerns for appropriate review.

Complaint and Accommodation Contact Information

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