

## Amphibian Survival Alliance Non-Discrimination and Anti-Harassment Policy

### **ARTICLE 1: PURPOSE**

ASA is committed to maintaining a work environment free from discrimination, harassment, and inappropriate conduct. This policy outlines the standards and procedures to ensure all personnel are treated respectfully and protected from discrimination, harassment, and retaliation.

### **ARTICLE 2: SCOPE**

This policy applies to all ASA personnel including Secretariat members, volunteers, interns, contractors, Global Council members, and partners. It also extends to other third parties interacting with ASA personnel. It covers all aspects of the working relationship including recruitment, employment, promotion, compensation, training, discipline, and termination.

### **ARTICLE 3: POLICY**

**3.1** ASA prohibits discrimination or harassment based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, marital status, veteran status, or any other protected characteristics.

**3.2** ASA prohibits all forms of harassment including sexual harassment, bullying, verbal abuse, violence, intimidation, and other unwelcome conduct that creates a hostile work environment.

**3.3** Personnel decisions will be based on qualifications, performance, skills, and experience without regard to any protected characteristics.

**3.4** Reasonable accommodations will be made for disabilities, religious practices, or any other conditions requiring such accommodation under law.

**3.5** Retaliation against individuals reporting or witnessing violations is strictly prohibited.

### **ARTICLE 4: RESPONSIBILITIES**

**4.1** All personnel must read, understand, and adhere to this policy, thereby fostering a harassment-free workplace.

**4.2** The Executive Director oversees the implementation of this policy. The Global Council provides governance oversight.

**4.3** Personnel must cooperate fully with investigations and maintain confidentiality.

**4.4** Managers and supervisors are responsible for promptly addressing issues of discrimination or harassment that they become aware of, even if no formal complaint has been made.

### **ARTICLE 5: REPORTING PROCEDURES**

**5.1** Personnel must promptly report any instances of discrimination, harassment, or retaliation they experience or witness.

**5.2** Reports can be made to the Executive Director, Global Council, or through anonymous channels, which should be established and maintained by ASA.

**5.3** Reports will be investigated promptly, thoroughly, and impartially with confidentiality maintained to the greatest extent possible.

**5.4** Corrective actions, which could range from counseling to termination, will be taken and communicated back to the reporting individual.

### **ARTICLE 6: NON-COMPLIANCE**

**6.1** Violations may result in disciplinary action up to and including termination of employment/contract and, where applicable, referral to authorities.

**6.2** False reports made in bad faith will also be subject to disciplinary action.

#### **ARTICLE 7: TRAINING**

**7.1** ASA will provide regular anti-discrimination and anti-harassment training to all personnel.

**7.2** Additional training modules will be tailored to the needs of specific roles within the organization to prevent workplace discrimination and harassment.

#### **ARTICLE 8: REVIEW AND UPDATE**

This policy will be regularly reviewed and updated to ensure it is effective and complies with applicable laws and best practices. All updates must be approved by the Global Council.