



“I Have A Dream” Foundation Non-Discrimination Policy & Complaint Procedure

At the “I Have A Dream” Foundation (IHDF), we are dedicated to cultivating an atmosphere of equity, civil rights, racial justice, and equal opportunity for all individuals involved in our programs. Upholding these values, we ensure that every individual engaged in our initiatives receives fair treatment, dignity, and respect. We uphold a firm zero-tolerance policy against any form of unlawful harassment or discrimination.

Our Commitment:

We hold an expectation that all employees, volunteers, AmeriCorps members, and interns, along with associated individuals, organizations, programs, and projects, align with our dedication to diversity, equity, and inclusion. This policy constitutes a fundamental aspect of the terms and conditions governing e IHDF. It is the responsibility of the organization to inform employees, volunteers, AmeriCorps members, and interns of their rights under this policy.

Protected Categories:

In line with applicable laws and regulations, IHDF prohibits discrimination and harassment based on the following protected categories:

- Race
- Color
- National origin
- Sex
- Age
- Religion
- Sexual orientation
- Disability (mental or physical)
- Sex/Gender/Gender identity or expression
- Marital or parental status
- Pregnancy
- Genetic information (including family medical history)
- Military service
- Ancestry
- Citizenship status
- Medical condition
- Political affiliation
- Status as a victim of domestic violence, sexual assault, or stalking

Non-Retaliation and Reprisal:

- IHDF prohibits any retaliatory or reprisal actions against individuals raising concerns about discrimination or harassment. Employees, AmeriCorps members, volunteers, and interns can seek assistance or report violations to IHDF's [Human Resources Department][Civil Rights and Employment Branch].
- Legal representation is allowed for those seeking to report violations or during any proceedings related to such concerns.
- Any retaliatory or reprisal actions against recipients for exercising their rights under federal law are strictly prohibited. This prohibition applies equally to individuals and programs.

Harassment Definition:

Harassment encompasses any unwelcome conduct based on protected categories or carried out in retaliation for opposing discrimination. Such behavior includes actions that interfere with service performance or create a hostile or offensive environment. Examples include, but are not limited to:

- Requests for sexual favors
- Pressure for romantic relationships
- Unwanted physical contact
- Offensive remarks or jokes
- Distribution of offensive materials
- Physical assault or threats
- Demeaning or abusive comments

Responsibilities and Consequences:

We stand firm in our stance against discrimination and harassment by any individual or entity associated with our programs. Substantiated misconduct will result in corrective action, potentially leading to removal or termination. Recipients found to permit discrimination or harassment may face non-compliance findings, possibly resulting in the termination of federal financial assistance.

Reporting and Investigation:

Complaints of discrimination or harassment from any employee, AmeriCorps member, volunteer, intern, or other party associated with IHDF must be promptly addressed through a thorough investigation and response, implementing appropriate remedies. Complaints should be reported to IHDF's Human Resources Department within 30 days of the incident.

Supervisors and managers are required to report alleged discrimination or harassment to designated personnel or the Human Resources Department within 7 days of becoming aware of the allegation.

Retaliation Protection:

We prohibit any retaliatory actions against individuals raising concerns about discrimination or harassment. Employees, AmeriCorps members, volunteers, and interns can seek assistance or

report violations to the “I Have A Dream” Foundation's [Human Resources Department][Civil Rights and Employment Branch]. Legal representation is allowed for those seeking to report violations or during any proceedings related to such concerns.

Timeframe for Complaints:

Employees, AmeriCorps members, volunteers, and interns must contact IHDF's Human Resources Department when filing a complaint within 30 days of the incident in question. Regardless of when a complaint is made, it will be taken seriously, thoroughly investigated, and addressed with the utmost confidentiality and sensitivity. An investigation will be completed, and a response shared with involved parties within 60 days. Our goal is to create a safe and inclusive environment for all individuals participating in our programs, and we are dedicated to upholding this commitment at all times.

Filing Discrimination Complaints with AmeriCorps:

Procedures for filing discrimination complaints with AmeriCorps are available to all employees, volunteers, AmeriCorps members, and interns. If you believe you have been subjected to discrimination or harassment, you may contact AmeriCorps' Civil Rights and Employment Branch at (202) 606-3461 or eo@americorps.gov. Complaints must be filed within 45 calendar days of the incident.

Non-Discrimination Compliance History:

Information regarding IHDF's compliance history with non-discrimination policies is available upon request. We maintain transparency in our efforts to uphold equity and justice.

All complaint/grievance history or filings, policy violations, and investigations into allegations of discrimination will be made available upon request. Access includes, but is not limited to, providing requested documentation and making relevant officials available to provide information and/or statements. However, the identity of any complainant will not be made available without such person's prior written consent.

For further information or assistance, employees, volunteers, AmeriCorps members, and interns can reach out to IHDF's Human Resources Department.

This policy takes immediate effect and applies to all programs and activities conducted by IHDF.

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Effective Date: May 22, 2024

Last Reviewed/Approved: June 24, 2024