



Change Impact Anti-Discrimination Policy

Change Impact is committed to providing a learning and working environment that is inclusive, respectful, and free from discrimination, harassment, and retaliation. All individuals — including staff, contractors, program/event/training participants, and partners — are expected to conduct themselves in a manner that upholds dignity and equity for all. Discrimination in any form is strictly prohibited and will not be tolerated. This policy applies to all programs, activities, services, and employment practices, regardless of location.

Protected Characteristics

Change Impact aims to create a work environment in which all feel welcome and safe. No person shall be treated unfairly, excluded from participation, or denied benefits on the basis of:

- Race, color, or ethnicity
- National origin or citizenship status
- Sex, gender identity, gender expression, or sexual orientation
- Pregnancy or parental status
- Disability or medical condition
- Age
- Religion or creed
- Veteran or military status
- Genetic information
- Any other characteristic protected by federal, state, or local law

Prohibited Conduct

We prohibit any form of harassment or discrimination, including but not limited to:

- Verbal, physical, or visual conduct that creates an intimidating or hostile environment
- Unwelcome comments or jokes based on gender, race, age, religion, disability, or other protected characteristics
- Sexual harassment, including unwelcome advances or suggestive comments
- Disrespectful or abusive behavior in any course platform, forum, chat, or support channel

Prohibited Behaviors

To maintain a safe and equitable learning and workplace environment, the following behaviors are strictly prohibited:

1. **Discrimination:** Treating someone unfairly or denying opportunities because of a protected characteristic.
2. **Harassment:** Unwelcome verbal, physical, or visual conduct based on a protected characteristic that creates an intimidating, hostile, or offensive environment.
3. **Retaliation:** Taking adverse action against someone who files a complaint, participates in an investigation, or refuses to engage in discriminatory behavior.
4. **Bias in Decision-Making:** Basing employment, training, or participation decisions on bias instead of merit.
5. **Failure to Provide Reasonable Accommodations:** Refusing to make reasonable adjustments to policies, practices, or environments for individuals with disabilities or religious needs.

Reporting and Complaint Procedure

Anyone who experiences or witnesses discrimination, harassment, or retaliation is encouraged to report it promptly to the CEO (jen@changeimpact.net) or Human Resources Consultant (nadira.ramcharan@nrnyconsulting.com). All reports will be handled confidentially and without retaliation. Investigations will be conducted promptly and appropriate corrective action will be taken when violations are found.

Accountability and Consequences

Violations of this policy may result in:

- Required training or coaching
- Written warnings
- Suspension or termination of employment or participation
- Other actions as deemed necessary by leadership

Continuous Improvement

Change Impact will review this policy regularly to ensure compliance with current laws and best practices and will provide ongoing education to staff and colleagues about their rights and responsibilities.

Effective Date:

Review Cycle: Annually in September

Last Revision: n/a

Approved By: Jen Siaca Curry, CEO

Signature: 