
Sample Non-Discrimination Policies: **May 21st, 2013**

Hosted and Arranged By: Colorado Alliance for Environmental Education (CAEE)
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“There must exist a paradigm, a practical model for social change that includes an understanding of ways to transform consciousness that are linked to efforts to transform structures.” -bell hooks

CONSIDERATIONS

For your reference, this document includes two examples of non-discrimination policies/statements. If you don't currently have a non-discrimination policy/statement, either of these could serve as templates. If you currently have a non-discrimination policy/statement, consider:

- Is the wording effective and strong?
- Does it reflect a broad range of underrepresented/targeted communities, or does it leave various constituencies out?

If you have doubts about either of these points, your organization may need to revise their non-discrimination policy/statement.

I recommend including the following on every general volunteer, board, and staff job description your organization issues:

1. A statement of your organization's commitment to inclusiveness or anti-oppression work
2. Your non-discrimination statement/policy
3. Specific duties/knowledge pertaining to inclusiveness or anti-oppression work under “required qualifications”

A FEW EXAMPLES

USDA Nondiscrimination Statement

<http://www.fns.usda.gov/usda-nondiscrimination-statement>

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any

public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department.

USDA is an equal opportunity provider and employer.

Note- This statement also includes reference to the following resources:

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

Non-discrimination Policy Included on a Joint Colorado Immigrant Rights Coalition (CIRC) and Colorado Progressive Coalition (CPC) Staff Announcement

AFFIRMATIVE ACTION EMPLOYER ~ COMMITTED TO A DIVERSE WORKPLACE

CIRC and CPC are aggressive advocates of affirmative action and welcome applications from all, particularly from people of color; women; LBGTQ people; immigrants or refugees; people with disabilities; and people from low- or moderate-income backgrounds.