



EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICIES

EQUAL OPPORTUNITY EMPLOYER

Women Deliver (“WD”) is built on teamwork and equal opportunity, and we believe we will continue to be successful when people are treated fairly and achieve their full potential. WD is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. Senior focals at WD are dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs and general treatment during employment.

WD will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual’s: physical or mental disability; sincerely held religious beliefs and practices; and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon WD’s operations.

Any applicant or employee who needs an accommodation in order to perform the essential functions of the job should contact HR to request such an accommodation. The individual should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. WD then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made. WD will evaluate requested accommodations, and as appropriate, identify other possible accommodations, if any. The individual will be notified of WD’s decision regarding the request within a reasonable period. WD treats all medical information submitted as part of the accommodation process in a confidential manner.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of HR. WD will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact HR. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with investigations conducted pursuant to this policy.

PREGNANCY ACCOMODATIONS

In compliance with New York law, WD will not discriminate against employees in relation to pregnancy, childbirth or related conditions and will endeavor to provide reasonable accommodations for any pregnancy-related conditions, unless doing so would impose an undue hardship on the operation of WD’s business.

Reasonable accommodations that may be provided include:

- occasional breaks to rest or drink water
- a modified work schedule
- leave for related medical needs
- available light duty assignments
- transfers away from hazardous duty

The employee must cooperate in providing medical or other information that is necessary to verify the existence of the pregnancy-related condition or that is necessary for consideration of the accommodation. Such medical information will be treated as confidential by WD.

WD will not require any employee to take leave because the employee is pregnant. If the employee takes medical leave due to a pregnancy-related condition or childbirth, the WD will hold the employee's job for the employee for as long as WD does for employees who take medical leave for other reasons.

WD will not retaliate against any employee because the employee is pregnant or may become pregnant or change the terms, conditions and privileges of employment because of pregnancy, childbirth or related conditions. WD also will not refuse to hire or to promote a candidate because the individual is pregnant or may become pregnant.

Employees with questions or concerns regarding this policy or who would like to request a reasonable accommodation pursuant to this policy should contact their supervisor or HR.

GENDER DISCRIMINATION

Discrimination in employment on the basis of gender is a violation of WD's mission, policy, and is unlawful under New York City law. For purposes of this policy, gender is an individual's actual or perceived sex, gender identity and gender expression, including a person's actual or perceived gender-related self-image, appearance, behavior, expression or other gender-related characteristic regardless of the sex assigned to that person at birth.

WD is dedicated to ensuring the fulfillment of this policy as it applies to all terms and conditions of employment, including recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, accommodation requests, access to programs and facilities, employee activities and general treatment during employment.

In furtherance of this policy:

- WD offers employees the option of indicating their preferred gender pronoun (e.g. on Zoom, Slack).
- WD will use best efforts to ensure employees and other individuals have access to single-sex facilities consistent with their gender identity or expression.
- WD'S dress code and grooming standards are gender neutral, and therefore do not differentiate or impose restrictions or requirements based on gender or sex.
- WD evaluates all requests for accommodations (including requests for medical leaves) in a fair and non-discriminatory manner.

Employees who engage with the public as part of their job duties are required to do so in a respectful, non-discriminatory manner by respecting gender diversity and ensuring that members of the public are not subject to discrimination

Employees with issues or concerns regarding gender discrimination or who feel they have been subjected to such discrimination can contact HR. WD prohibits and does not tolerate retaliation against employees who report issues or concerns of gender discrimination pursuant to this policy in good faith.

REPRODUCTIVE HEALTH DECISION MAKING DISCRIMINATION

WD may not:

- discriminate or take any retaliatory personnel action against employees with respect to compensation, terms, conditions or privileges of employment because of, or on the basis of, the employee's or dependent's reproductive health decision making, including but not limited to a decision to use or access a particular drug, device or medical service; or
- require employees to sign a waiver or other document that purports to deny employees the right to make their own reproductive health care decisions, including use of a particular drug, device or medical service.

WD also may not access the employee's personal information regarding the employee's or their dependent's reproductive health decision making, including but not limited to the decision to use or access a particular drug, device or medical service without the employee's prior informed affirmative written consent.

Employees may bring a civil action in any court of competent jurisdiction against WD for any alleged violations of this policy. In any civil action alleging a violation of this policy, the court may: award damages, including, but not limited to, back pay, benefits and reasonable attorneys' fees and costs incurred to a prevailing plaintiff; afford injunctive relief against WD if it commits or proposes to commit a violation of the provisions of this policy; order reinstatement; and/or award liquidated damages equal to 100 percent of the award for damages unless WD proves a good faith basis to believe that its actions in violation of this policy were in compliance with the law.

Any act of retaliation for employees exercising any rights granted under this policy shall subject WD to separate civil penalties. For the purposes of this policy, retaliation or retaliatory personnel action means discharging, suspending, demoting or otherwise penalizing employees for: making or threatening to make a complaint to WD, co-worker or to a public body, that rights guaranteed under this policy have been violated; causing to be instituted any proceeding under or related to this policy; or providing information to or testifying before any public body conducting an investigation, hearing or inquiry into any such violation of a law, rule or regulation by WD.

Employees with issues or concerns regarding this policy or who feel they have been subjected to any alleged violation of this policy should contact HR.

RELATED LEGISLATION AND DOCUMENTS

- Title VII of the Civil Rights Act of 1964 (Title VII), 42 USC sec. 2000e et seq.
- Civil Rights Act of 1991, 42 USC sec. 1981 et seq.
- Age Discrimination in Employment Act (ADEA), 29 USC sec. 691 et seq.
- Title VI of the Americans with Disabilities Act (ADA), 42 USC sec. 1211 et seq.
- New York Human Rights Law § 296

APPROVAL AND REVIEW DETAILS

Approval and Amendment History	Details
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Amendment, Amendment Authority and Date	Restatement, Board of Directors, Approved November 30, 2021
Notes	This document replaces and supersedes any prior EEO and Non-Discrimination Policy