



**EQUAL EMPLOYMENT OPPORTUNITY
AFFIRMATIVE ACTION PROGRAM
STATEMENT OF POLICY**

It is the policy of NatureServe to provide equal employment opportunity in full compliance with the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, provisions of the Rehabilitation Act of 1973, the Veterans Readjustment Act of 1974, the Presidential Executive Orders, the regulations of the Office of Federal Contract Compliance Programs, and all other applicable laws and regulations. This provides for equal employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, veteran status, and all other characteristic protected by federal or applicable state law.

NatureServe has made a commitment to: (1) take affirmative action in our recruiting, hiring, training, upgrading, advertising, promotion practices, compensation, and participation in social and recreational functions, (2) further the principle of equal employment opportunity, (3) stand by that principle in our hiring and promotional decisions by measuring all candidates in a fair and equal manner and by applying only valid job requirements, and (4) ensure that all organizational benefits are administered equally regardless of race, sex, gender identity, sexual orientation, color, national origin, age, religion, marital status, physical or mental disability, or veteran status. We support the employment and advancement in employment of individuals with disabilities and of protected veterans, and we treat qualified individuals without discrimination on the basis of their physical or mental disability or veteran status. All forms of harassment, whether physical, mental or verbal, is not condoned.

The President/Chief Executive Officer fully supports the Affirmative Action Program and directs responsibility to supervisory employees to further the implementation of this policy and ensure conformance by their employees. The success of this program requires full cooperation from management throughout NatureServe to ensure equal employment opportunities for all. Our employees are urged to participate in all activities.

The Director of Human Resources is the Affirmative Action Officer for NatureServe and will be responsible for the implementation and maintenance of the affirmative action plan. The Director of Human Resources will also ensure the monitoring and implementation of effective personnel practices to guide our affirmative action program.

On a strictly voluntary basis, NatureServe invites all individuals with a disability and protected veterans who are either employees or applicants for employment, and who wish to participate under NatureServe's Affirmative Action Program to identify themselves to their supervisor or the Human Resources office. Any individual who identifies himself/herself will not be subjected to any form of harassment or retaliation based on his/her status or self-identification. Further, this self-identification will be kept confidential. If you are interested in viewing the AAP for Employees with Disabilities and/or Protected Veterans, please contact the Human Resources department during regular working hours.

Employees who need assistance in the clarification or resolution of EEO matters should contact their supervisor or the Human Resources department. If the circumstances make reporting an issue to either of these individuals difficult, feel free to contact any member of management. Retaliation against any employee for making an EEO claim or participating in the investigation of a complaint is strictly prohibited and will not be tolerated.

NatureServe will make reasonable accommodations to the known physical or mental limitations of qualified individuals with disabilities or a specific request for religious accommodations, unless it would result in undue hardship to the organization. Any applicant or employee who requires an accommodation in order to perform the essential functions of his or her job or for religious purposes should contact the Human Resources department to request an accommodation. The individual should assist us in identifying the type of accommodation he or she needs to perform the job. For purposes of this policy protected veterans include disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans, and armed forces service medal veterans.