



Amateur Radio on the International Space Station
909 Metfield Road
Towson, Maryland 21286-1622

Non-Discrimination / Harassment Policy

Article I - Purpose

Amateur Radio on the International Space Station, Inc. [ARISS-USA] does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military/veteran's status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and clients. Amateur Radio on the International Space Station, Inc. [ARISS-USA] is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant.

Prohibited behavior includes but is not limited to slurs or other derogatory comments, objects, pictures, cartoons, or demeaning gestures connected to one's membership in a protected group.

Article II - Voluntary Work

Amateur Radio on the International Space Station, Inc. [ARISS-USA] occasionally solicits voluntary work that have US Federal Code requirements that the volunteer be a US person. Any ARISS-USA member wishing to perform voluntary work will be notified of this requirement during the applicant's review process covered under separate policy.

Article III - Procedures

1. Complaint Procedure

If any of our volunteers or employees believes that he or she has been subjected to violation of this policy, the volunteer or employee has the right to file a complaint with our organization. This may be done in writing, email, or orally.

If you would like to file a complaint you may do so by contacting the ARISS-USA Executive Director. The ARISS-USA Executive Director is also available to discuss any concerns you may have and to provide information to you about our policy and our complaint process.



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2. Investigative Process

When we receive the complaint, the ARISS-USA Executive Director will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have violated this policy. When we have completed our investigation, we will, to the extent appropriate inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate the ARISS-USA Executive Director will also recommend appropriate action to the ARISS-USA Board of Directors [BOD].

3. Recommended Action and Recusal

If it is determined that inappropriate conduct has been committed by one of our volunteers or employees, the BOD will take such action as is appropriate under the circumstances. Such action may range from counseling to termination of volunteer status or employment, and may include such other forms of recommended action as the BOD deems appropriate under the circumstances.

If an ARISS-USA BOD member is the subject of the investigation, that BOD member shall recuse themselves from that BOD decision due to possible conflict of interest. If the ARISS-USA Executive Director is the subject of the investigation, the ARISS-USA Associate Director shall receive the complaint, conduct the investigation, and make appropriate recommendation to the ARISS-USA BOD.

I certify that this document was adopted by a unanimous vote during a meeting of the ARISS-USA Board of Directors on _____

Kathy Lamont
Secretary, ARISS-USA