



## INTERNEWS UNITED STATES

### AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

Internews United States is committed to providing equal employment opportunity without discrimination or harassment and we take steps to assure that:

- We will recruit, hire, assign and promote without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations.
- All other personnel actions, such as compensation, benefits, transfers, layoffs and recall from layoffs, access to training, education, reimbursements or allowances, and social recreation programs are administered without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations.
- Employees and applicants will not be subjected to harassment, intimidation, threats, coercion or discrimination because they have filed a complaint; assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or exercised any other right protected by federal, state or local law requiring equal opportunity.

The Internews HR People & Culture team are responsible for the day to day implementation and monitoring of Internews' Affirmative Action Plan. As part of that responsibility, the HR People & Culture team periodically analyze our personnel actions and their effects to ensure compliance with our equal employment policy and administer the audit and reporting system.

Internews also recognizes and supports our obligation to reasonably accommodate employees with disabilities or religious beliefs or practices who are able to perform the essential functions of their positions, with or without reasonable accommodation. The Internews HR People & Culture team will provide reasonable accommodation to any such employee, unless doing so would impose an undue hardship on Internews.

If you, as one of our employees or as an applicant for employment, have any questions about this policy or would like to view portions of the Affirmative Action Plan, please contact [HR-Help@internews.org](mailto:HR-Help@internews.org). This is also a reminder that employees may update their disability status at any time by contacting [HR-Help@internews.org](mailto:HR-Help@internews.org).

Internews relies up on all staff members to ensure equal employment opportunity for all. Should any Internews Applicant or Representative have reason to believe that unethical behavior related to affirmative action, equal opportunity, or reasonable accommodation may be occurring or has occurred, they are required to immediately report it according to one of the reporting options outlined in the [\*Disclosure, Protection, and Investigation Policy\*](#).