

Rainforest Foundation US

Equal Employment Opportunity Policy

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Introduction

The Rainforest Foundation US and Rainforest Foundation US Peru (RFUS) team is the heart and soul of the organization. RFUS's mission requires competent, diverse, happy, and highly motivated individuals. RFUS is committed to fostering, cultivating, and preserving a culture of equal opportunity, diversity, equity, and inclusion (DEI), as well as promoting gender equality. The collective sum of individual differences, meaningful experiences, knowledge, creativity, innovation, self-expression, unique abilities, and talent that our staff invests in their work represents a significant part not only of our culture but also of our reputation and the organization's achievements.

RFUS accepts and encourages differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socioeconomic status, veteran status, and other characteristics that make our staff unique.

Our commitment to equal opportunity and to creating and maintaining an equitable and inclusive environment extends to all aspects of our personnel policies and practices, including guidelines on advertising, recruitment, interviewing, employment, training, assignment, compensation, benefits, promotion, demotion, and termination. Inappropriate behavior in the workplace, even when it does not constitute a legal violation, is strictly prohibited.

RFUS is embarking on a path of continuous improvement to promote fair treatment and full participation of all staff, especially historically underrepresented populations or those subject to discrimination based on their origin, identity, disability, etc. The key is to always comply with state and local labor laws and grow by applying best practices in Human Resources and DEI, among others. As part of its path of continuous improvement, RFUS will include in its organizational strategic plan and annual work plans what it wants to achieve as an organization, the steps to achieve it, and how to frame them in accordance with the organization's reality and aspirations.



Suzanne Pelletier
Executive Director

Equal employment opportunities

Rainforest Foundation US Peru (RFUS) is committed to complying with all applicable federal, state, and local laws, as well as the highest international standards of employment equality. To this end, RFUS is dedicated to maintaining a work environment free from harassment and discrimination.

Discrimination is broadly defined as:

- **unfair or unequal treatment** in hiring, employment opportunities, training and promotion, remuneration, disciplinary measures, dismissal, and other employment conditions...
- **based on protected characteristics** such as age, race (including historically race-associated traits, including, but not limited to, hair texture and protective hairstyles such as braids, twists, and weaves), creed, color, national origin (including ancestry), religion, gender or sex, sexual orientation (including transgender status, gender identity, or gender expression), pregnancy (including childbirth, breastfeeding, and related medical conditions), disability, reproductive health decisions (including, but not limited to, the decision to use or access a particular medication, device, or medical service), marital status, domestic partnership status, caregiver status, domestic violence victim status, family status, military status, unemployment status, citizenship or immigration status, genetic information (including genetic characteristics), or any other status protected by state or local law...
- **when it should be based solely on labor, operational, or performance arguments.**

Harassment is broadly defined as:

- **Workplace harassment or bullying:** unwanted or inappropriate behavior based on a protected characteristic or condition that occurs over a period of time and is intended to harm someone who feels powerless to respond. It is the repeated and intentional harm of one person or group to another person or group, where the relationship involves an imbalance of power and authority. Harassment can be physical, verbal, visual, or psychological in nature. It can occur in person or online. There are four key elements in this definition: hurtful, repeated, power imbalance, and intentional.
- **Sexual harassment** is any type of sexual or sexist insinuation or content that is unwanted by the victim and creates an intimidating, hostile, or humiliating environment for him or her, whether inside or outside the workplace or working hours, and specifically those unwanted or inappropriate visual, verbal, or physical behaviors of a sexual or sexist nature. It is generally defined as unwanted or improper sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to the conduct becomes a term or condition of employment, or (2) submission to or rejection of the conduct is used as a basis for employment decisions affecting the individual; or (3) the conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment. This definition encompasses numerous forms of offensive behavior. Sexual harassment can include a range of behaviors and affect people of the same or different sex, sexual orientation, or gender identity. Express rejection or repetition is not required to be proven. Sexual harassment in the workplace violates this policy, whether it is harassment between coworkers, harassment by a supervisor, or harassment by any member of the Rainforest Foundation US team.

RFUS has a strict policy against all forms of workplace harassment, including sexual harassment and other forms of workplace harassment based on a person's membership of a protected class. All forms of harassment towards or by staff, suppliers, visitors, partners, and donors are strictly prohibited and will not be tolerated.

Reports of Discrimination and Harassment: If staff believe they have witnessed or been the victim of any form of discrimination or harassment, they should immediately notify their supervisor and/or the Head of the People and Culture department. RFUS prohibits retaliation against staff members who provide information, complain, or cooperate in the investigation of any report of harassment or discrimination.

RFUS will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, retaliation, or any violation of the harassment prevention policy in a confidential manner. RFUS will take appropriate corrective action, provided it is justified. RFUS prohibits retaliation against staff members who provide information, complain, or assist in the investigation of any complaint of discrimination or violation of the harassment prevention policy.

Disciplinary measures for violating the harassment prevention policy may include, but are not limited to, termination of employment. If RFUS determines that harassment or discrimination has occurred, corrective action will be taken to end the harassment effectively. As necessary, RFUS may monitor any incident of harassment or discrimination to ensure that the inappropriate behavior has ceased.

RFUS is committed to fulfilling this commitment in all aspects of employment. All staff are responsible for upholding this commitment. If any member has questions regarding equal opportunities in employment, they should contact their supervisor or any member of the Human Resources department.

For more information, please refer to the [RFUS Discrimination, Harassment, and Retaliation Prevention Policy](#)

Diversity, Equity, and Inclusion

Definitions: RFUS understands the Diversity, Equity, and Inclusion (DEI) terms as follows:

- **Diversity** implies recognizing our historical, personal, and socio-demographic differences, such as our age, learning style, and community of belonging. It refers to who is represented in the workforce and decision-making bodies. Each staff member brings a diverse set of perspectives, work and life experiences, and religious and cultural differences.
- **Equity** refers to providing fair and consistent treatment for all people, while recognizing the unique circumstances of each staff member. A workplace where the norms, practices, and policies in place ensure identity is not predictive of opportunities or workplace outcomes.
- **Inclusion** means appreciating our differences. It describes the extent to which each person in an organization feels welcomed, respected, supported, and valued as a team member. This means ensuring that everyone's voice is heard, opinions are considered, and valued. It is an organizational effort and practice in which different groups or individuals with various backgrounds are culturally and socially welcomed.

Our commitment:

- Equal employment opportunity
- A positive workplace where everyone can work together safely, comfortably, and productively.
- An environment where staff can enjoy a sense of belonging, where the staff's identity does not inhibit the opportunities, experiences, or support, and where everyone is treated with dignity and respect.
- An environment of open, honest, and principled communication and dialogue.
- An environment where we can cultivate and maintain diverse, equitable, and inclusive teams and environments for the management and development of people.

Scope: RFUS DEI initiatives are applicable—but not limited to our practices and policies on:

- **Governance:** How the Board and Senior Management Team are formed and how they make decisions. How the DEI perspective is considered when creating all organizational policies, protocols, and guidelines. How RFUS cultivates teamwork and employee participation, allowing for the representation of all groups and consideration of employee perspectives.
- **Operations:** How the DEI perspective influences the RFUS strategic plan, communications strategies, department workplans, and individual workplans. How RFUS motivates respectful communication and cooperation between all employees. How RFUS and staff contributions to the communities we serve promote a greater understanding and respect for diversity.
- **Employee experience:** How the DEI perspective is included in recruitment and the onboarding processes; compensation and benefits areas; professional development and promotions criteria; social and recreational events; disciplinary actions; layoffs and terminations situations; and the ongoing development of a positive work environment.

RFUS aims to comply with legal obligations and continue to enhance employees' workplace experience through a more diverse, equitable, and inclusive workforce. It will require **four general phases with nine action steps**:

- **Phase 1:** Recurrent data collection and analysis to determine the need for change.
 - **Step 1: Compile Data:** RFUS must first understand its workforce's composition in relation to the labor market and best practices to identify any demographic inequities. By capturing data on employee demographics and workplace perceptions, RFUS can better understand the diversity of its employees and the equity of its internal practices and identify any areas of concern or improvement.
 - **Step 2: Identify Needs and Areas of Concern:** Once data are collected, RFUS will use all employee feedback to identify underrepresented or problematic areas.
 - **Step 3: Address Policies or Practices Affecting DEI:** RFUS will identify the barriers that impede the employment, opportunity, or inclusion of individuals from different demographic groups and consider whether any policies or practices need to be eliminated or adjusted.
- **Phase 2:** Develop the DEI annual goals and a strategy for including the DEI goals in RFUS strategic plans and department workplans.

- **Step 4: Develop RFUS Goals:** RFUS will set specific goals related to DEI and include them in RFUS's strategic objectives
- **Step 5: Procure Buy-in and Support:** Senior-level buy-in and support from all staff are vital. Senior management must understand how DEI goals align with RFUS's strategic objectives. RFUS will identify a senior-level person or a small group responsible for monitoring the achievements of DEI goals, with the support and feedback of all employees.
- **Phase 3:** Implementation of the DEI annual goals and actions.
 - **Step 6: Implement activities:** To achieve the RFUS and departmental goals related to DEI, RFUS will develop concrete actions and will implement regular check-ins to monitor progress.
 - **Step 7: Communicate actions and progress:** RFUS will annually communicate the challenges the organization aims to overcome during the year, the actions to be implemented, and the achievements toward its goals.
- **Phase 4:** Evaluation and monitoring of the DEI annual progress.
 - **Step 8: Measure and Disseminate Outcomes:** RFUS will develop clear goals and indicators about what RFUS wants to achieve during the year and how success will be measured.
 - **Step 9: Review and Adjust:** The DEI work is not static; an ongoing review of the staff needs and a response to changing needs are necessary. RFUS will review DEI activities, initiatives, and goals every two years as part of the workplan development process. Every two years, RFUS may need to start at Step 1 again and collect data to refocus its DEI actions. RFUS aims to report progress every two years.

All RFUS employees are responsible for treating others with dignity and respect at all times. They are expected to exhibit conduct that reflects inclusion at all times, including during work, work functions, both on and off the work site, and at all other RFUS-sponsored and participatory events. Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the RFUS diversity policy and initiatives should seek assistance from a supervisor or the People and Culture team.

For more information, please refer to [Section 2.4 of the RFUS Employee Handbook](#).

Gender equality policy

Definitions: RFUS understands terms related to gender equality as follows:

- **Gender** refers to the social and cultural construction of femininity and masculinity, as well as the relationship between them, as opposed to the biological definition of the

sexes. Gender identities and relations are not inherent to human nature, but rather result from social constructions that have evolved over time. This social character implies a possibility for change through political and social action, and gendered roles and relationships are both dynamic and changeable.

- **Gender Identity** is a person's individual concept of identity in terms of gender, whether it is being a man/boy, woman/girl, both, or neither. Gender identity is not necessarily linked to the sex of a person.
- **Gender equality** refers to the equal rights, responsibilities, and opportunities afforded to women, men, girls, and boys. Equality does not mean that women and men will be the same, but rather that the rights, responsibilities, and opportunities of women and men will not depend on whether they were born male or female. Gender equality means taking into account the interests, needs, and priorities of both women and men, recognizing the diversity of different populations of women and men. Gender equality is not a "women's issue," but rather a concern that should engage both men and women. Equality between women and men is considered both a human rights issue and a prerequisite and indicator of people-centered sustainable development.
- **Gender equality** means fair treatment for women and men, according to their respective needs. This may include equal or different treatment, but it is considered equivalent in terms of rights, benefits, obligations, and opportunities. In the context of development, a gender equality objective often necessitates integrated measures to compensate for the historical and social disadvantages faced by women.
- **Gender perspective or mainstreaming** is the process of assessing the implications for women and men of any planned action, including policies, processes, or programs, in any field and at all levels of implementation. It is a strategy to ensure that the concerns and strategies of women and men are integral to the design, implementation, monitoring, and evaluation of policies and programs in all political, economic, and social spheres, so that women and men can benefit equally and inequality is not perpetuated. The ultimate goal of gender perspective is to achieve equality between men and women.
- **Gender Analysis** highlights the differences between and among women, men, girls, and boys concerning the distribution of resources and power, opportunities, and constraints in employment and assigned roles.

Our commitment: As part of our efforts to promote gender equality, RFUS is committed to complying with current gender protection regulations in Peru, the United States, and internationally. Some examples of RFUS best practices in gender include:

- **Pre-employment transparency** by disclosing the starting pay or pay range for a role, based on objective and gender-neutral criteria. RFUS does not request candidates' salary history. Job titles and vacancy notices are always gender-neutral, and recruitment processes are non-discriminatory, ensuring Equal Employment Opportunities. (*refer to section 3 of the Employee Handbook*)
- **Transparent pay structures and progression.** RFUS ensures equal pay for equal work or work of equal value. RFUS has in place pay structures that enable the assessment of whether employees are in a comparable situation in terms of pay and pay progression. This assessment is based on evaluating work using objective and gender-neutral criteria

outlined in our job classification policy, developed in consultation with employees. These criteria encompass skills, knowledge, and responsibility, as well as any other job-specific factors relevant to the role. These criteria are applied consistently and without direct or indirect sex-based discrimination, ensuring that relevant soft skills are not undervalued. RFUS job evaluation and classification systems are gender neutral. (*refer to sections 4.6 - 4.8 of the Employee Handbook*)

- **Employees' information rights:** RFUS makes the criteria for pay and promotions easily accessible to employees. Employees have the right to request, in writing, information on their own pay level (as outlined in their job description and our Salary Transparency Policy). RFUS informs employees annually about our salary transparency and job categories policy, reminding them to exercise their right to raise concerns. (*refer to section 5 of the Employee Handbook*)
- **Reporting:** RFUS provides a biennial DEI report, conducts regular pay consistency analyses, and provides salary analysis reports as needed. RFUS updates its salary scales every three years, and these updates are included in the Employee Handbook.
- **Gender balance** among board members, Senior Management Team, and managerial positions, ensuring that the male gender does not exceed 60% representation. (*refer to 2025 DEI biennial report*)
- **Annual mandatory training** on equal employment opportunities and RFUS policy for preventing discrimination, workplace and sexual harassment, and retaliation.
- **Gender perspective** in personnel processes, staff experience, organizational decisions, and the implementation of RFUS programs.

Scope of application:

- **Organizational level:** how the staff, board of directors, and management positions are structured; how and who makes organizational decisions; and all experiences throughout the staff's life cycle in the organization.
- **Program implementation level:** how gender perspectives are implemented in the development, implementation, indicator data collection, and evaluation of programs and activities.

RFUS aims to comply with legal obligations and continue to improve the experience of staff in a more equal workplace. This will require four general phases:

- **Phase 1:** Recurring data collection and analysis to determine the need for change, develop tools, and train staff.
- **Phase 2:** Develop annual gender equality objectives to be incorporated into RFUS strategic plans and departmental work plans. RFUS will ensure the necessary resources are allocated to improve work on gender equality and meet the objectives of this policy.
- **Phase 3: Implementation of annual actions related to gender equality to achieve the proposed objectives.**
- **Phase 4:** Evaluation and monitoring of annual progress in gender equality, allocating time for members of the management team to follow up on commitments.

Gender equality work is not static; it requires ongoing review by the team and a response to changing needs. RFUS will review gender equality initiatives and targets annually, alongside the

development of the work plan. Periodically, RFUS may need to start again at Step 1 and collect data to refocus its gender equality actions. RFUS aims to report on progress every 2 years.

For more information, please refer to [Section 2.5 of the RFUS Employee Handbook](#).

Internal references:

- Policy on equal opportunities, diversity, equity, inclusion, and gender equality within the [RFUS Employee Handbook](#)
- [RFUS Discrimination, Harassment, and Retaliation Prevention Policy](#)
- [RFUS Policy on Preventing Sexual Exploitation, Abuse, and Harassment \(PSEAH\)](#)
- [Diversity, Equity, and Inclusion Biennial Survey Report - 2025](#)
- [Gender Equity and Social Inclusion \(GESI\) strategy](#)
- [GESI Action Plan](#)