



*The Radio Amateur Satellite Corporation*  
10605 Concord Street, #304  
Kensington, MD 20895  
Phone 301-822-4376 • Fax 301-822-4371  
Toll Free 1-888-322-6728

## **Non-Discrimination / Harassment Policy**

### **General**

The Radio Amateur Satellite Corporation [AMSAT] 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, members, volunteers, subcontractors, vendors, and clients. The Radio Amateur Satellite Corporation [AMSAT] 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.

### **Voluntary Work**

The Radio Amateur Satellite Corporation [AMSAT] occasionally solicits voluntary work that have US Federal Code requirements that the volunteer be a US person. Any AMSAT member wishing to perform voluntary work will be notified of this requirement during the applicant's review process covered under separate policy.

### **Complaint Procedures**

If any of our members or employees believes that he or she has been subjected to violation of this policy, the member 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 AMSAT President. The AMSAT President 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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### **Investigation**

When we receive the complaint, the AMSAT President 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 AMSAT President will also recommend appropriate action to the AMSAT Board of Directors [BOD].

### **Recommended Action and Recusal**

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

If an AMSAT 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 AMSAT President is the subject of the investigation, the AMSAT Executive Vice President shall receive the complaint, conduct the investigation, and make appropriate recommendation to the AMSAT BOD.

**I certify that this document was adopted by a unanimous vote during a meeting of the AMSAT Board of Directors on April 10, 2018.**

**Clayton Coleman, W5PFG  
Secretary**