

## **Anti-Discrimination**

ISP and the Certification Board adhere to principles of fairness and due process and endorse the principles of equal opportunity. ISP is committed to an environment in which all individuals are treated with respect and dignity. Each individual, certificant, and candidate has the right to be in a professional atmosphere that promotes equal opportunities and prohibits unlawful discriminatory practices. Therefore, we expect that anyone associated with ISP regardless of their relationship with us, will be business-like and free of bias, prejudice and harassment. Any employee, certificant, or candidate who has questions or concerns about these policies should contact the Director of Certifications.

ISP and the Certification Board do not discriminate against any applicant/candidate for certification on the basis of race, color, creed, age, gender, national origin, religion, disability, marital status, parental status, ancestry, sexual orientation, military discharge status or source of income, or any other status protected by law. All candidates for certification will be judged solely on the criteria determined by the ISP Certification Board.

### **Complaint Procedure**

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should immediately email the Director of Certifications. **Please provide your name, address, email, and phone number. Provide the name of the person whom the allegation is against. Make sure you state if the complaint involves discrimination based on race, color, national origin, sex, disability, age, and a description of the alleged act. Please let us know what is your preferred contact method and what is the best time to contact you with follow up questions.**

ISP encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

ISP will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. If a party to a complaint does not agree with its resolution, that party may appeal to ISP's CEO/Chairman of the Executive Board.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.