

Non-Discrimination Policy

The Newberry Institute, Inc.

Last updated: June 30, 2025

1. Policy Statement

The Newberry Institute, Inc. (“TNI” or “the Institute”) is committed to providing an inclusive, safe, and equitable environment where all individuals are treated with dignity and respect. TNI strictly prohibits discrimination, harassment, or retaliation of any kind, in any of its operations, programs, employment practices, volunteer activities, or partnerships.

This policy affirms TNI’s compliance with federal, state, and local anti-discrimination laws and reflects our core belief in the equal worth of every person.

2. Scope

This policy applies to:

- All TNI staff (full-time, part-time, and temporary)
- Volunteers and service providers
- Program participants and beneficiaries
- Board and advisory members
- Contractors, vendors, and partner organizations
- Any individuals engaged in TNI-led activities, on-site or off-site

It governs interactions in workplaces, program spaces, community events, online platforms, and all environments where TNI operates or is represented.

3. Protected Categories

TNI does not discriminate on the basis of:

- Race or ethnicity
 - Color
 - National origin or citizenship
 - Religion or belief system
 - Age
 - Sex, gender, gender identity, or gender expression
 - Sexual orientation
 - Marital or family status
 - Disability (physical, sensory, intellectual, or mental)
 - Veteran status
 - Language or literacy level
 - Socioeconomic background
 - Any other characteristic protected by applicable law
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4. Organizational Commitments

TNI shall:

- Recruit, hire, and retain staff and volunteers based on qualifications, merit, and alignment with the organization's mission—free from bias or favoritism.
 - Ensure all programs and services are accessible and inclusive to all eligible participants.
 - Provide reasonable accommodations to individuals with disabilities, religious practices, or other protected needs.
 - Promote a culture of equity and inclusion through regular staff training, community engagement, and inclusive communication.
 - Promptly investigate and address complaints of discrimination or harassment.
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5. Retaliation Prohibited

TNI prohibits retaliation against any individual who:

- Reports a concern or complaint of discrimination in good faith
- Participates in an investigation
- Requests a reasonable accommodation
- Advocates for others facing discriminatory treatment

Retaliation may result in disciplinary action up to and including termination or severance of relationship with the organization.

6. Complaint and Resolution Process

Any individual who believes they have experienced or witnessed discrimination related to TNI activities should report it as soon as possible to:

- Their supervisor or program lead
- TNI's Human Resources or Executive Director
- Confidential email: equity@thenewberryfoundation.org

Reports will be handled promptly, sensitively, and confidentially to the extent possible. An impartial investigation will be conducted, and appropriate corrective actions taken based on findings.

7. Continuous Improvement

TNI recognizes that equity is not a static achievement but an ongoing commitment. We will:

- Regularly review policies, programs, and partnerships for equity and inclusion
- Use disaggregated data (when ethically appropriate) to identify disparities
- Listen actively to community voices and stakeholders
- Maintain accountability through leadership oversight and transparent reporting

8. Legal Compliance

This policy is consistent with, and in some cases exceeds, the requirements of applicable civil rights laws and regulations, including but not limited to:

- Title VI and VII of the Civil Rights Act
 - The Americans with Disabilities Act (ADA)
 - Section 504 of the Rehabilitation Act
 - The Age Discrimination Act
 - The Fair Employment and Housing Act (FEHA)
 - Any other relevant federal or Georgia state laws
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9. Contact


For questions, requests for accommodation, or to report a concern related to this policy, please contact:

The Newberry Institute, Inc.

89 Commerce St

Hawkinsville, GA 31036, USA

 Email: equity@thenewberryfoundation.org

 Phone: 478-285-9358