



# OPERATION BBQ RELIEF<sup>®</sup>

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## Diversity and Inclusion Policy



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## Diversity and Inclusion Policy

### Policy Purpose Statement:

The purpose of this policy is to memorialize in writing that Operation BBQ Relief (“OBR”) is committed to fostering, cultivating, and preserving a culture of diversity and inclusion across all of its activities, programs, and businesses.

***OBR believes that a diversity of voices leads to better discussions, decisions, and outcomes for everyone.***

Among the members of OBR’s leadership team there is a common phrase often heard, “We don’t even know what we don’t know.”

OBR’s human capital is the most valuable asset we have. The collective sum of every individual’s differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our personnel invest in their efforts represents a significant part of not only our culture, the OBR Way, but our reputation and achievements as well. It is our sincere hope that this aggregated sum of knowledge referenced in the preceding sentence lessens that collective gap in our knowledge and sets us up for future successes. It is our hope that by actively seeking a broader diversity of voices, OBR becomes more nimble, adaptable, and ready to take on the now unknown challenges that inevitably lay ahead of us.

### Policy Statement:

OBR is a unique organization comprised of many different core groups of people that impact the manner in which it carries out its charitable mission. Regardless of which group a person falls into, OBR maintains that this policy must be applied with equal force and effect, and that OBR must always be an organization guided by the principles of inclusivity, diversity and equal opportunity.

These groups include:

1. OBR Board of Directors
2. OBR Personnel: Volunteers, Employees, Interns, and Independent Contractors
3. OBR Vendors
4. OBR Beneficiaries (those who are on the receiving end of our charitable activities)
5. Collaborating Peer Organizations



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We embrace and encourage our personnel's 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, socio-economic status, veteran status, and other characteristics that make our employees unique.

OBR's diversity initiatives are applicable, but not limited to, our practices and policies on recruitment and selection of both employment positions and volunteer roles; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of an environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all OBR personnel.
- Teamwork and robust participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for diversity.
- Continuing mandatory annual training and education for OBR employees and key role volunteers with regard to inclusion and diversity.
- Training and education for OBR volunteers with regard to inclusion and diversity.
- Choosing vendors and independent contractors that have adopted their own diversity and inclusion policy and/or who are willing to contractually obligate themselves to the principles of inclusion and diversity.
- When selecting speakers, mentors, and faculty for OBR programs, retreats, banquets, and other public and private events, deployments, functions, or meetings, an effort should be made to ensure that there is a diversity of voices heard.

All OBR personnel have a responsibility to treat others with dignity and respect at all times and are expected to exhibit conduct that reflects inclusion at all times while they are associated with or engaged on behalf of OBR, whether during work/volunteerism, at work functions on or off the work/deployment site, and at all other company-sponsored and participative events. All employees are also required to attend and complete annual diversity awareness training to enhance their knowledge to fulfill this responsibility.



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## **Board of Directors:**

The OBR board of directors is the governing body of the organization to whom all employees ultimately report. The directors are charged with many roles that include both fiduciary duties and corporate governance. In fact, this policy had to be approved and adopted by the board prior to publication. OBR should prevail itself of all available resources to ensure that there is a diversity of voices on its board of directors. This diversity of voices will lend itself to more robust conversations and a better way forward.

## **OBR's Equal Opportunity Policy: Volunteers, Employees, Interns, and Independent Contractors**

Operation BBQ Relief is an equal opportunity employer. OBR does not discriminate against any team member or candidate because of race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, genetic information, veteran status, marital status, pregnancy, or any other basis protected by law. We encourage all to apply because we believe a diversity of voices leads to better discussions, decisions, and outcomes for everyone.

## **OBR's Internship Program:**

In 2019, OBR launched an inaugural summer internship program for three to five currently enrolled or recently graduated college students interested in furthering their educational goals and OBR's charitable mission. OBR feels that this internship program fosters the development of future OBR key players and leadership. As part of this policy, OBR should endeavor to ensure the summer internship class includes diverse candidates. The reasons for this are: 1) to promote a diversity of ideas within OBR over the course of the summer; and 2) to position OBR to have diverse candidates in the talent pipeline who may potentially work or volunteer for OBR in the future. OBR recognizes that one of the best ways to ensure a future of inclusion and diversity is through our summer internship program.

## **OBR Beneficiaries:**

OBR is a nonprofit charity recognized as such under IRS Regulation 501(c)(3) with the following charitable mission statement:

***Operation BBQ Relief provides comfort to those in need by connecting, inspiring, serving, and educating in communities far and wide.*** OBR dedicates itself to furthering this charitable mission guided by the principles of diversity and inclusion. OBR will never base beneficiary related decisions, whom shall receive its goods or services, based on race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, genetic information, veteran status, marital status, pregnancy, or any other basis protected by law.



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## Collaborating Peer Organizations:

During the course of OBR deployments and activities, OBR will commonly team-up with peer nonprofit organizations and work together in concert to achieve OBR's charitable mission. One example of such collaboration includes providing meals to other organizations that then distribute them to those in need. While sometimes this collaboration is official and documented, more often than not it is unofficial and happens spontaneously. In support of this policy, when OBR undertakes the process of officially collaborating with a peer organization OBR should endeavor to learn about the peer organization's diversity and inclusion policies and, if they do not have one, ask them to create one or contractually obligate themselves to fulfilling their charitable mission in an inclusive manner that promotes diversity. While OBR cannot dictate the policies and procedures of independent organizations, we can impress upon them the importance OBR puts on inclusion and diversity.

## Vendors:

OBR uses outside third-party vendors to accomplish its business needs and further OBR's charitable mission. More often than not, these outside vendors are for profit businesses. OBR is therefore a client/customer of these businesses. It should be OBR's basic business practice to do its due diligence with regard to the prospective vendor's stance on diversity and inclusion. All other things being equal between prospective vendors, OBR should give preference to those businesses that themselves have an official, written diversity and inclusion policy. In the absence of such a policy, or in addition thereto, contracts governing the relationships of OBR and outside vendors should include language that obligates both parties to prohibit discrimination.

## Policy Violations:

Any member of the OBR team, whether employee, intern, independent contractor, or volunteer found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action up to, and including, separation from OBR. As stated in the OBR Handbook of Policies and Procedures: bullying of any kind, on whatever basis, will not be tolerated.



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Additionally, if any outside vendor has exhibited any inappropriate conduct or behavior against others, it should be immediately reported to OBR Management. OBR should then endeavor to investigate the incident and take steps necessary to ensure it never happens again. Subject to the terms of the governing contracts, OBR may choose to terminate the relationship for repeated violations.

Employees, volunteers, interns, or independent contractors who believe they have been subjected to any kind of discrimination (or bullying) that conflicts with the company's diversity policy, Handbook, and/or inclusion initiatives should seek assistance from a supervisor or the company's HR representative. Any such violations of corporate policy can also be reported directly to the chief legal officer, David Rosen, via email: [drosen@obr.org](mailto:drosen@obr.org).

### **Policy Conclusion Statement:**

OBR has adopted this written policy to memorialize what is already a major part of the OBR Way, our existing culture, and standard operating procedures. OBR is a one hundred percent (100%) inclusive organization. The ideologies of diversity, equal opportunity, and inclusion should be our guiding principles. They represent the concepts by which we best further and achieve our charitable mission.