

# Diversity and Inclusion Policy







Photo: Reginaldo Ferreira



### **Wildlife Research and Environmental Education Society - SPVS**

SPVS is dedicated to nature conservation by protecting native areas, promoting education for nature conservation and developing models for the rational use of natural resources.



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# OBJECTIVE

*The Wildlife Research and Environmental Education Society (SPVS or “We”) is a non-profit third-sector organization, recognized as a Civil Society Organization of Public Interest (OSCI, in Portuguese). Our mission is to conserve natural heritage by protecting native areas and biodiversity, offering free environmental education, and developing models for the sustainable use of natural resources. We focus on innovative initiatives that have the potential to make a significant impact on a large scale.*

*We recognize and value diversity as a fundamental pillar of a healthy working environment. Our goal is to foster a structure that promotes the inclusion of gender, LGBTQIA+ individuals, race, people with disabilities, and all social classes in the workforce, in accordance with the guidelines outlined in this Diversity and Inclusion Policy.*

*We recognize that diversity not only enriches our organizational culture but also fosters innovation and enhances the value of our work. It is essential for organizations to promote and embrace diversity and inclusion to create a truly heterogeneous and cohesive environment that is closely aligned with the social, political, and economic realities of the country.*



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# Scope

This policy applies to all employees, including permanent staff, trainees, and those on probation.

## Key Concepts and Definitions

- **Discrimination:** The action of discriminating, segregating someone, treating them differently, in a biased way, because of a certain characteristic, for example, race, gender, sexual orientation, nationality, religion, social situation, educational level, among others.
- **Diversity:** A set of cultural characteristics that, when observed among people in the same geographical area (country, city, region, etc.), reflect customs, social habits, or beliefs that differ from one person to another. In the organizational context, this refers to the representation of diverse groups within the workforce.
- **Ethnicity:** A group of individuals who share the same origin, culture and history, but are differentiated from others by their specific characteristics (culture, religion, language, ways of acting, etc.);
- **Minority groups:** These are groups that, due to historical and social factors, face barriers in accessing decision-making roles and positions of power, such as in corporate or political spaces. Minority groups can often be numerical majorities, as is the case with women and Black people in Brazil, for example.
- **Inclusion:** The full integration of individuals with special or specific needs into society. This involves the recognition and inclusion of populations that, due to historical and social factors, face barriers both in society and within companies.
- **Race:** A group of individuals whose biological characteristics are maintained and passed on from one generation to the next. It is currently understood as a social construction, not a biological one, which defines socio-cultural, economic and political interactions.
- **Representivity:** Effectively or qualitatively representing a certain segment or group of the population.
- **Gender Identity:** This refers to an individual's perception of themselves, their self-understanding, and how they wish to be perceived. Regardless of biological sex, a person may identify as a woman, man, or another gender identity (such as non-binary or agender), as gender identity is a matter of self-identification.
- **Gender:** This refers to the social roles and behaviors culturally associated with an individual's biological sex.
- **Sexual Orientation:** This is how an individual relates emotionally and sexually to other people.
- **Ageism:** This refers to age discrimination, which is typically directed at older individuals but can also encompass any prejudice based on age, including towards children and young people.
- **People with Disabilities:** These are individuals with impairments that, when combined with various barriers, can hinder their full and effective participation in society. Examples include physical, hearing, visual, intellectual, multiple, and psychosocial disabilities.



# Guidelines

Diversity can be understood as plurality, encompassing not only social, cultural, and historical characteristics but also specific values and communities. This diversity can lead to discrimination and intolerance, which may prevent the full realization of fundamental rights.

For this reason, SPVS condemns and censures any kind of discrimination, prejudice or harassment and seeks to adopt measures to ensure diversity and inclusion in the workplace, with equal access, permanence and opportunities in all its areas and positions for any and all professionals.

We aim to spread awareness about diversity to tackle intolerance by preventing, investigating, and addressing any instances of degradation, aggression, and violence related to ethnicity, gender, sexual orientation, physical and/or intellectual disabilities, age, nationality, educational background, religion, marital status, social origin, and more.

We value equal opportunities and diversity, ensuring this through equal pay, and inclusive people management. We also prioritize employee training to adequately address the rights and needs of minority groups.

SPVS is committed to promoting equal opportunities and greater social justice in its selection and career development processes, ensuring more consistent outcomes.



Photo: Zig Koch



# Fundamental Principles

- **Respect and Equality:** We are dedicated to treating all employees with respect and equality, fostering an environment that is free from discrimination, prejudice, or harassment of any kind.
- **Inclusive Recruitment and Selection:** We seek to recruit and hire a diverse range of talents, recognising and valuing different perspectives, experiences and skills.
- **Professional Development:** We provide development and training opportunities for all employees, ensuring equal access to training and promotion programs.
- **Open Communication and Dialogue:** We cultivate an environment of open communication, encouraging dialogue and the exchange of ideas among all team members.
- **Conflict Resolution Culture:** We are dedicated to resolving conflicts fairly and impartially, providing secure and confidential channels for reporting any concerns.

# Responsabilites

SPVS and its leaders are committed to actively promoting a culture of diversity and inclusion, ensuring affirmative action-oriented selection processes that aim to reduce representation inequalities between the internal environment and Brazilian demographics.

SPVS is dedicated to promoting the health, safety, and well-being of all its staff, considering their diverse needs in the provision of benefits and Human Resources policies.

All employees are responsible for respecting and supporting the principles of diversity and inclusion in the workplace.

Each team member is expected to be open to learning and growing to better understand the diverse perspectives within the company. We believe that by embracing diversity, we strengthen our company and enhance our capacity for innovation and collective growth.

# Work Conditions

SPVS firmly repudiates and prohibits any form of child labor, slavery, human trafficking, or slave-like practices in all its activities and campaigns.

We recognize and respect employees' rights to freely join trade unions or associations of their choice, as well as their right to collective bargaining, without fear of reprisals or discrimination.

For SPVS, employee safety is our top priority. We are committed to providing a safe working environment by identifying and minimizing risks, offering appropriate training, supplying protective equipment, and ensuring access to the necessary resources to maintain workplace safety.



# Gender Equality

We conduct periodic gender assessments on our projects to ensure transparency and uphold our commitment to equality. These evaluations serve as benchmarks for maintaining equal pay and preventing any form of discriminatory practices.

We have also established an entry-level salary for each role, regardless of gender, applying the collective labor agreement consistently and equitably across all positions.

Diversity is reflected at all levels, including our boards, management, coordination, executive decision-making, and technical roles, as we prioritize the technical expertise of each employee above all else. Additionally, we have an institutional code of conduct to support gender integration within the company.

In our selection processes, we neither perpetuate prejudice nor encourage stereotypes, and we do not inquire about personal characteristics. We seek employees based solely on the competencies, skills, and knowledge required for the role.

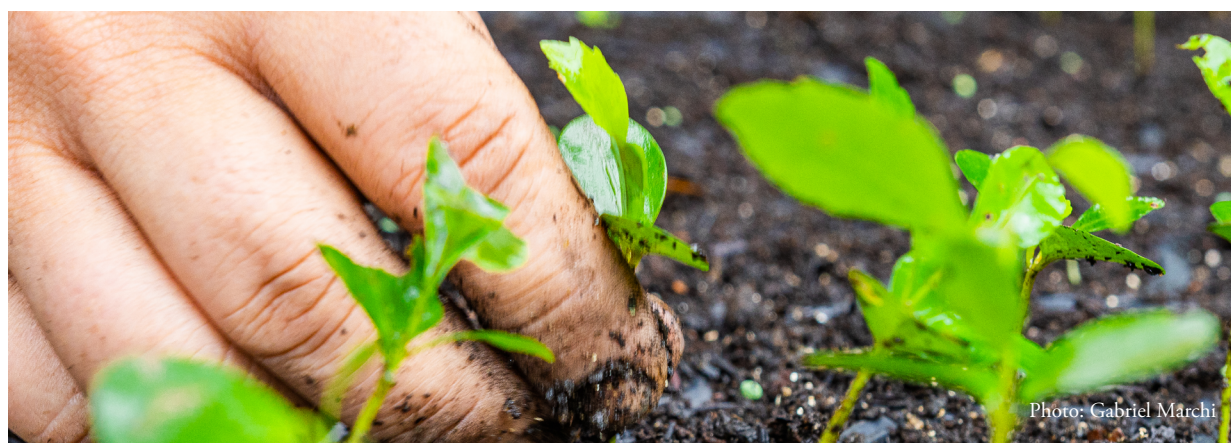
# Equal Opportunities

In the pursuit of an inclusive and equitable culture, equal opportunity is a fundamental principle. SPVS ensures that all members of the organization have equal access to development, growth, and participation opportunities.

All employees, regardless of gender, race, ethnicity, sexual orientation, age, abilities, or any other characteristics, must have equal access to employment, promotion, training, and development opportunities.

We are committed to actively eliminating any form of discrimination or prejudice in recruitment processes, performance appraisals, promotions and the assignment of responsibilities.

Equal opportunities are the foundation of a truly inclusive and diverse organization. This chapter reflects our ongoing commitment to fostering an environment where talents and abilities are recognized, regardless of differences, ensuring that every individual can reach their full potential within our organization.





# Reporting Channel

Creating a safe and inclusive environment is a non-negotiable commitment for us, underscoring the importance of the Reporting Channel as a vital tool. This ensures that all members of the organization feel secure in reporting any form of discrimination, harassment, or inappropriate behavior. The Reporting Channel can be accessed [here](#).

We also provide a dedicated email address for addressing other concerns and answering questions related to this Policy ([rh.diversidade@spvs.org.br](mailto:rh.diversidade@spvs.org.br)).

We strive to provide a safe and confidential environment for employees to report incidents of discrimination, harassment, bullying, or any other harmful behavior. The reporting channel is easily accessible, ensuring employees can report misconduct without fear of retaliation or negative consequences.

SPVS has established procedures to promptly investigate all complaints and take appropriate corrective actions to resolve any issues identified.

The reporting channel will be available in multiple formats, including a direct telephone line, email, and an online platform, ensuring accessibility for all employees.

Complaints will be handled with strict confidentiality and impartiality, with a dedicated team assigned to assess each case fairly and objectively.

The Reporting Channel is an essential tool for maintaining a safe working environment where all employees feel respected and protected. Its existence reinforces our commitment to justice, equality, and mutual respect within the organization, ensuring that every voice is heard and every complaint is addressed with the seriousness and urgency it deserves.

# Penalties

Employees who witness any non-compliance with the above rules have a duty to report the violation to the Internal Ombudsman. Failure to adhere to the rules and guidelines outlined in this document may be considered serious misconduct and could result in disciplinary action.

This policy reflects our ongoing commitment to diversity, equity, and inclusion, as well as respect for fundamental human rights. We will review it regularly to ensure its effectiveness and alignment with the highest ethical and legal standards.

By adopting and implementing this policy, we aim to create an exemplary working environment that not only meets legal standards but also fosters an inclusive, fair, and safe space for all employees.

Photo: Reginando Ferreira

