

Sarah Wood Communication is a boutique communication agency dedicated to helping illuminate an organization's work and share its stories with targeted audiences by providing customized communication strategies and services.

We provide corporate communication services for purpose-driven organizations who are helping make the world a better, safer, healthier, and more equitable place for us all. We are dedicated to helping organizations more effectively share information about their work and accomplishments, while allowing them to focus on what they do best.

To do so, we follow the following organizational policies:

## ANTI-DISCRIMINATION

Sarah Wood Communication does not permit within our organization any form of discrimination to include on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability and genetic information (including family medical history).

## **SEXUAL HARASSMENT & ABUSE**

Sarah Wood Communication has a zero-tolerance policy for sexual harassment, unwelcome advances, requests for sexual favors, and/or verbal or physical harassment of a sexual nature. Further, we acknowledge that harassment and abuse can originate from individuals of any gender and be perpetrated in the same manner.

## **VIOLENCE, HARASSMENT, & PHYSICAL ABUSE**

Sarah Wood Communication has a zero-tolerance policy for hazing, fighting, harm, and bullying of an emotional, social, or physical nature. Further, we acknowledge that harassment and abuse can originate from individuals of any gender and be perpetrated in the same manner.

## CONFIDENTIALITY

Sarah Wood Communication understands that to best support the communication efforts of an organization or individual client, we are sometimes privy to non-public information. We respect the confidentiality of client information, company strategies, and any sensitive data and do not disclose such information to unauthorized individuals.