**Red Hat Memorandum**

**To: <Legal Representative>**

**From: John Mitchell, Web Applications Engineer Intern**

**Subject: Proposal to approve an “Investigation of Inclusion Regarding Red Hat’s Outwardly-Facing Business Practices” and Report Meeting Request**

**Date: June 1, 2014**

**Purpose**

It’s important for Red Hat to develop official and public language to protect individuals based on their sexual orientation and gender identity. Currently, Red Hat does not always explicitly state that it will not discriminate on the basis of sexual and gender identity or orientation in outwardly and officially administering business and employment decisions. I am interested in investigating the best way for Red Hat to address this problem. The purpose of this report is to request the time and resources to conduct this investigation. I would also like to request a 30-minute meeting with a member of Red Hat’s legal team and relevant personnel from the Human Resources and Branding teams to discuss the reports’ findings.

I believe this investigation will help Red Hat develop the explicit details needed to support a transparent and comprehensive plan to prevent discrimination, which will provide a defensive basis if allegations of discrimination in relation to Red Hat business practices should ever arise. I also believe that inclusion of these types of protections will help Red Hat more clearly be seen as a socially progressive company.

Note that these requests do not have a basis in intrapersonal discrimination that I’ve experienced, seen, heard or read about while at Red Hat, or about Red Hat--in fact, I believe incorporating changes to the relevant documents outlined in the proposal will better represent the culture of inclusion that the people of Red Hat seem to value, in my experience and initial research.

**Proposal**

The proposed investigation will explore the ways in which Red Hat has the potential to interface with a diverse audience. It will provide resources to help define how we can most accurately express those interactions safely and inclusively.

The report will specifically investigate the following areas:

1. Referencing non-discrimination in Red Hat’s official, outwardly-facing code of conduct, known as the “Code of Business Conduct and Ethics,” by exploring and documenting other companies’ own outwardly-facing codes of conduct for internal business practices
2. Referencing non-discrimination in Red Hat’s official, outwardly-facing code of conduct for business partners, known as the “Supplier Code of Conduct,” by exploring and documenting other companies’ own outwardly-facing codes of conduct for business practices as they relate to suppliers and business partners.
3. Exploring various tech conference codes of conduct to give the relevant parties at Red Hat the research to draft a code of conduct for the conferences it sponsors, including the annual Red Hat Summit, as well as the annual Red Hat Partner Conference.
4. Exploring how Red Hat can maintain “Global Dexterity,” or appreciation of the legal and cultural differences of other nationalities that make up Red Hat’s professional community, while incorporating protections against discrimination based on sexual orientation and gender identity.

This is an investigation--not a means to offer explicit changes to the above documents. I intend to allow my report to be utilized by the relevant teams and personnel at Red Hat to construct those changes, and/or request input from the Red Hat community at-large at their discretion.

**Schedule**

The following dates represent important milestones in this investigations’ development:

* **June 6, 2015**: written proposal, confidentiality statement, and narrated oral proposal shared with Amanda Newby
* **June 13, 2015**: All relevant parties contacted with an event invitation for 30 minute discussion surrounding the findings of this investigation
* **June 20, 2015**: written report, “An Investigation of Inclusion Regarding Red Hat’s Outwardly-Facing Business Practices,” submitted to Amanda Newby
* **August 9, 2015**: End of employment with Red Hat as a Web Application Engineering Intern (in other words, the meeting discussed above will need to be before this date).

All investigative research and development of the proposal (on my part) will be accomplished outside of Red Hat business hours. My job duties will not be impeded as a consequence of undertaking this task.

**Personnel**

Upon approval of the investigation, I will reach out to the Human Resources and Branding teams to see who is interested in attending the meeting discussing the findings of the investigative report.

**Equipment**

I will reserve a conference room with a projector and conference-calling system, and I will set up all relevant communication channels for the discussion. No other equipment will be necessary for this investigation, or its surrounding components.

**Budget**

No funds need to be spent on the development of this investigation, or its surrounding components.

**Conclusion**

I’m asking that the investigation be approved, and requesting interest from the legal team for a 30-minute meeting outlining the findings of that investigation between the dates of June 20 and August 9.