

EXAMPLE NON-DISCRIMINATION POLICY

It is the policy and commitment of Agency that it does not discriminate on the basis of race, age, color, sex, national origin, physical or mental disability, or religion.

Equal Employment Opportunity

Agency an Equal Opportunity Employer that does not discriminate in the terms, conditions, or privileges of employment on the basis of actual or perceived race, creed, color, religion, national origin, ancestry, age, disability, sex, marital status, veteran status, sexual orientation, gender, genetic information, or any other characteristic prohibited by federal and state law. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

The Agency will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business.

Any employee, board member, volunteer or client who believes that s/he or any other affiliate of Agency has been discriminated against is strongly encouraged to report this concern promptly to the Executive Director or the Founder. The Agency will not allow any form of retaliation against individuals who raise issues of equal employment opportunity.

Discriminatory Harassment

Harassment or intimidation of a client, staff person or guest because of that person's race, age, color, sex, national origin, physical or mental disability, or religion is specifically prohibited and may be grounds for termination. Harassment and intimidation include abusive, foul or threatening language or behavior. The Agency is committed to maintaining a workplace that is free of any such harassment and will not tolerate discrimination against staff members, volunteers or agency clients.

Issues of discriminatory treatment, harassment, or intimidation on any of these bases should immediately be reported to the Executive Director/Founder or immediate supervisor and, if substantiated, prompt action will be taken.