

POLICY for EQUAL OPPORTUNITY EMPLOYMENT and NON DISCRIMINATION	
Distribution: All JF&CS Staff	Effective Date: January 1, 2010
Approved: December 2, 2009 Board Mtg. Revised:	Staff Contact: Director of Human Resources

Purpose:

To establish the guidelines to insure that JF&CS continues to provide equal employment opportunity and non-discrimination for all qualified employees and applicants without regard to age, race, color, religion, gender, disability, national origin, citizenship status, sexual orientation or any other characteristic protected by applicable law, with respect to all terms and conditions of employment including, but not limited to, recruitment, hiring, compensation, benefits, selection for training, promotion, transfer, layoff and termination.

Policy:

The Agency prohibits discrimination (which, for purposes of this policy, includes harassment) based on an individual's race, color, gender, religion, age, national origin, disability, citizenship status, sexual orientation or any other characteristic, as protected by applicable law. The Agency is committed to making personnel decisions solely on the basis of an individual's job-related qualifications and performance. All managers/designees who interview job applicants or make employment-related decisions are also required to adhere to the Agency's policy on "Procedures on Filling Job Vacancies."

If you are an individual with a disability and need a reasonable accommodation (see "Policy for Reasonable Accommodation"), please let Human Resources know so that the Agency can work with you to try to provide such reasonable accommodation as may be appropriate.

Claims of discrimination or retaliation are appropriately investigated by Human Resources or its representative and, where appropriate, disciplinary action is taken. JF&CS will advise a complaining party of the results of the investigation. Violations of this policy will subject an employee to disciplinary action, up to and including immediate termination.

The policy is in addition to, and not in lieu of, related policies of the Agency, including ("Policy for Non-Harassment"), which apply to their respective matters.

Procedure:

- 1) Any employee who feels that he/she has been discriminated against in any way must immediately notify the Human Resources Director or designee.
- 2) All supervisors/designees must immediately notify the Human Resources Director or designee of any and all claims or concerns of discrimination that are brought to the attention of the supervisor/designee by his/her subordinates or other employees.
- 3) Claims of discrimination will be appropriately investigated by the Human Resources Director or representative and, where appropriate, disciplinary action will be taken.
- 4) Employees are not penalized in any way for honestly reporting concerns of discrimination. The Agency forbids retaliation against an employee, former employee, or applicant for reporting discrimination, assisting another employee or applicant in making a report of discrimination, cooperating in a discrimination investigation, or filing a claim with or participating in an investigation by a government agency. However, employees who knowingly lie or otherwise do not act in good faith in connection with this policy will be subject to appropriate discipline, up to and including immediate termination. All employees who experience or witness any conduct they believe to be discriminatory or retaliatory must immediately follow the reporting procedures stated above.
- 5) Employees should not assume that the Agency is aware of concerns of discrimination or retaliation. It is the employee's responsibility to bring such concerns to the Agency's attention so the matter can be appropriately investigated and resolved.
- 6) If, at any time, an employee feels that his/her complaint of discrimination or retaliation is not being handled properly, he/she may engage the assistance of the Chief Operating Officer (COO) through the employee grievance process. If you are dissatisfied with the decision of the COO, or if going to the COO is deemed inappropriate, you may go to the Chief Executive Officer (CEO).
- 7) Jewish Family & Career Services will make every reasonable effort to keep any reports or complaints of discrimination or retaliation under this policy confidential and limited to a need to know basis.