

*4/11/12 pcm*

**TITLE:** Equal Employment Opportunity

**FUNCTION:** Employee Relations

**RESPONSIBLE PARTIES:** All employees

**POLICY STATEMENT:** It is the agency's policy to guarantee all employees and job applicants equality of employment opportunity. F&CS is committed to equal opportunity for all applicants and staff in personnel matters including recruitment, selection, promotion, evaluation or retention of employees or volunteers. This will mean that the agency will not discriminate against any employee, volunteer or applicant on the on the basis of age, gender, sexual orientation, color, race, creed, national origin, ancestry, religious persuasion, marital status, political belief, physical or mental disability, pregnancy, military or veteran status or genetics. It is the Humans Resources Directors responsibility for administering this policy within the agency. Directors/Managers are responsible for adhering to the provisions of this policy and for communicating the policy to all employees.

Approved by:

  
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President, Board of Trustees, Family & Community Services, Inc.

Date: 1-11-2010

**TITLE:** Equal Employment Opportunity

**PROCEDURE**

F&CS will attempt to achieve and maintain a diverse work force. These steps may include, but are not limited to:

1. Requiring all locations to display federal and state government nondiscrimination posters, and well as the agency's EEO policy, in conspicuous locations where notices to employees and applicants are normally placed.
2. Recruitment, selection, placement, training, and layoff decisions will be made by the agency's management strictly on the basis of the candidate's job-related qualifications and abilities. In some cases, seniority may also become a factor.
3. All other Human Resources Policies and Procedures including compensation, benefits, discipline, safety/health and social/recreational activities will be administered without regard to any person's age, gender, sexual orientation, color, race, creed, national origin, ancestry, religious persuasion, marital status, political belief, physical or mental disability, pregnancy, military or veteran status or genetics.
4. The agency will provide access to and information about opportunities for advancement to all employees and to the extent that staff are not diverse, making recruitment efforts to do so.
5. Employees who have equal employment opportunity related problems are encouraged to seek resolution to those issues with their supervisors. If the supervisor's response is not satisfactory, employees are further encouraged to contact Human Resources. Any established incidents of discrimination or harassment by any employee will result in immediate disciplinary action including possible termination. It is the responsibility of every employee, and particularly every management and supervisory employee, to bring to the agency's attention so that the matter can be investigated and appropriate action taken. Generally, such information should be director to the Human Resources Director.
6. The ultimate accountability for the policy rests with the Executive Director of Family & Community Services, Inc.

Approved by:

  
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Executive Director, Family & Community Services, Inc.

Date: 1/11/10