

#### **4.3 Equal Opportunity Employment**

The Arc Jefferson – St. Lawrence New York has and will continue to provide all employees and applicants equal opportunity in the manner provided by law in all aspects of employment regardless of their race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation, gender expression, familial status or any other characteristic protected under federal, state or local law. These individuals will be recruited, referred for hiring consideration, and employed with regard to the positive and appropriate utilization of their skills and capabilities. Qualified employees will be afforded non-discriminatory consideration for promotion and job advancement, and there will be no discrimination with regard to assignments, rates of pay, promotions, transfers, training, terminations, accessibility, working conditions, and benefits.

1. It is the policy to give equal treatment to all persons without discrimination as defined above.
2. All employment practices are to provide that all individuals be recruited, hired, assigned, trained, advanced, compensated, and retained on the basis of their qualifications, and treated equally in these and all other respects without regard to race, color, creed, national origin, age, sex, marital status, sexual orientation, disability, or handicapped status.
3. It shall be considered the responsibility of all supervisors to further the implementation of this policy and ensure conformance by their subordinate.
4. All supervisors are to make personnel decisions without regard to the prohibited basis of discrimination.
5. Any employee who believes the Equal Employment Opportunity Policy has been violated may appeal directly to the Chief Human Resources Officer or Chief Executive Officer when the Chief Human Resources Officer is accused.
  - a) The Agency will conduct a good faith investigation of the charges.
  - b) Following an investigation, the individual will be advised of the results of the investigation and where appropriate, of corrective action taken.
  - c) If the investigation is not conclusive, the accusing employee will be informed that the investigation did take place and advised that it was inconclusive, with the explanation that the opportunity still exists to bring additional evidence.
6. The final enforcement of this policy rests with the Chief Human Resources Officer who will be responsible for all final decisions with regard to Equal Employment Opportunity.

7. Any violation of the Equal Employment Opportunity Policy will be grounds for corrective action up to and including discharge.

The agency shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, the Board of Directors and Chief Executive Officer of the agency will not discriminate against any employee or applicant in a manner that violates the law. The agency is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation, gender expression, familial status or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit. The Arc Jefferson-St. Lawrence's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs. The Chief Executive Officer shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

The agency will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of the agency may have violated the Equal Employment Opportunity Policy should report the possible violation to the Chief Executive Officer.

If the agency determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, the agency will inform the employee who made the complaint of the results of the investigation.

The agency is also committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment exists at the agency for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship on the Arc Jefferson-St. Lawrence. Employees who believe that they may require an accommodation should discuss these needs with the Chief Executive Officer.

If you have any questions regarding this policy, please contact the Chief Executive Officer.