

PEOPLE'S PLACE

Equal Employment Opportunity Policy

Approved By: Board of Directors
Review/Revision Date: 10/01/2008

I. PURPOSE

The purpose of this policy is to ensure that the agency gives all applicants an equal opportunity for employment and to ensure a work environment that is free from discrimination.

II. POLICY STATEMENT

People's Place shall make all decisions regarding recruitment, hiring, compensation, benefits, job assignment, seniority, promotions, demotions, transfers, layoffs and/or discharges without regard to race, creed, religion, ethnicity, sex, age, marital status, national origin, sexual orientation, political belief, veteran status, disability or any other protected class.

III. APPLICATION

This policy applies to all People's Place staff, volunteers, and applicants.

IV. DEFINITIONS

V. STANDARDS

- A. Any complaints of discrimination should be reported to the Executive Director or Director of Administration immediately.
- B. All complaints of discrimination will be thoroughly investigated within ten (10) business days.
- C. All witnesses and those with any knowledge of the alleged discrimination will be interviewed.
- D. All documents relating to the investigation will be kept in a separate file.
- E. No retaliation will be taken against the complainant who files the claim.
- F. If the claim of discrimination is proven, prompt appropriate action will be taken.
- G. Appropriate remedy will be provided to any complainant whose claim is proven.

VI. PROCEDURES

Individual Responsible

Action

Complainant	1. Reports complaint by completing the form and submitting it to the Director of Administration.
Executive Director	1. Identifies a person to investigate.
Investigator	1. Conducts the investigation 2. Reports results to the Executive Director
Executive Director	1. Meets with the complainant and the respondent. 2. Makes a decision and follows through with action.
Complainant	1. If unsatisfied with the Executive Director's decision, he/she can file an appeal with the Personnel Committee of the Board of Directors.

VII. REFERENCES

- A. Hiring Policy
- B. Federal Laws Prohibiting Job Discrimination

VIII. EXHIBITS

- A. Federal Laws Prohibiting Job Discrimination Questions and Answers (Page 1)
- B. EEOC Complaint Form