

# PEOPLE'S PLACE

## Equal Employment Opportunity Policy

Approved By: Board of Directors  
Review/Revision Date: 2/01/2010

### **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