

PEOPLE'S PLACE

Discrimination Policy

Approved By: Board of Directors
Review/Revision Date: 02/01/2009

I. PURPOSE

The purpose of this policy is to ensure an environment which is free from any discrimination.

II. POLICY STATEMENT

People's Place will not tolerate any form of discrimination.

III. APPLICATION

This policy applies to all People's Place employees, applicants, and clients.

IV. DEFINITIONS

Discrimination – differential behavior toward someone based on that person's sex, age, disability, race, national origin, religion, sexual orientation, marital status, or membership in another protected group.

V. STANDARDS

- A. People's Place will follow all Federal and State regulations governing discrimination, including the Americans with Disabilities Act.
- B. These regulations will be posted in all People's Place locations.
- C. All documents relating to the investigation will be kept out of the accused's personnel file until the charges are substantiated.
- D. No retaliation will be taken against complainant who files a claim in good faith.
- E. If the claim of discrimination is substantiated, prompt appropriate disciplinary action will be taken, up to and including immediate termination of the individual responsible for the discriminatory act.
- F. If appropriate, a remedy will be provided to the complainant.

VI. PROCEDURES

Individual Responsible

Action

Employee

1. Forwards written report of discrimination to Administration.

Administration

1. Informs Executive Director or designee of discrimination complaint.
2. Confidentially investigates complaint (may include a member of protected group as part of interview panel).
3. Determines the frequency, dates, circumstances, context, and effects of each occurrence.
4. Interviews witnesses, supervisors, other who may have knowledge of discrimination.
5. Obtains written and oral statements from the accused.
6. Presents report to Executive Director or designee.

Executive Director or designee

1. Determines outcome of discrimination complaint.
2. Takes disciplinary action if appropriate
3. Provides remedy to complainant if applicable.
4. Makes recommendations to correct discrimination.