

EQUAL EMPLOYMENT OPPORTUNITY

- A. The Program provides equal employment opportunity for all employees, and job applicants. The Program complies with the Civil Rights Act, ADA, Age Discrimination in Employment Act, Ohio Fair Employment, Practice Law, Ohio Equal Pay Law and all other applicable state and federal laws and requirements. The Program will not discriminate, nor base any personnel decision, in consideration of an individual's race, color, religion, sex, national origin, ancestry, age, veteran's status or qualified mental or physical disability (except to the extent that ability to perform the job is a bona fide occupational qualification).
- B. Decisions pertaining to training, compensation, benefits, recruitment, selection, promotion, layoff, transfer, discharge, discipline and all other personnel actions, shall be made solely upon merit, fitness and other objective and non-discriminatory criteria established in these policies.
- C. The Program strives to maintain a working environment that provides equal opportunity in employment for persons with physical and mental disabilities. Accordingly, the Program will provide a necessary and reasonable accommodation to an otherwise qualified applicants or employee for a physical or mental disability for which it is made aware. The Program is not required, nor shall it make, any accommodation, which creates an "undue hardship." The Program maintains the responsibility and authority to determine if a proposed or considered accommodation crates an undue hardship. If an employee or applicants seeks an accommodation, the employee or applicants shall notify the CEO/Executive Director who shall consider the disability and determine an appropriate reasonable accommodation, if any.
- D. Sexual, racial and any other form of harassment in the workplace by an employee or non-employee is absolutely forbidden. Harassment is further addressed at other locations within these polices.
- E. The Program, in accordance with the Immigration Reform and Control Act, will not discriminate against any person intending to become a citizen, insofar as that person has completed a declaration stating his intention to declare U.S. citizenship when eligible for naturalization.
- F. Responsibility for implementing and enforcing this policy is vested with the CEO/Executive Director, who may delegate the day-to-day EEO responsibilities. All staff, however, shares in the responsibility, and are held accountable for following the spirit and intent of these EEO policies, and to promote and support a working environment that is free from all illegal discrimination.
- G. If an employee feels that he has been discriminated against, the employee may seek consideration by submitting an EEO complaint to the CEO/Executive Director who will conduct an investigation and seek appropriate resolution. Likewise, any job applicant may file a complaint through this procedure to seek resolution in the event that the applicant feels subject to unlawful discrimination during the application and selection process. If an employee feels that he has been discriminated by the CEO/Executive Director, the employee may seek consideration by submitting a complaint to the Triangular Processing Board.
- H. No employee or job applicant will be subject to any form of retaliation or retribution for filing an EEO or harassment complaint in good faith.