



# Easter Seals North Texas Equal Employment Opportunity/Nondiscrimination Policy

The purpose of the Nondiscrimination Policy is to establish uniform guidelines in order to promote a work environment at Easter Seals North Texas (ESNT) that is free of discrimination and harassment, and to affirm the Agency's commitment to equal opportunity. This policy applies to staff and applicants for employment, clients, and third parties to include visitors and community members.

ESNT does not exclude, deny benefits to, or otherwise discriminate against any individual or groups of individuals on the ground of race, color, national or ethnic origin, disability, age, sex/gender, sexual orientation, sexual preference, gender identity, religion, creed, marital status, political affiliation, veteran status, genetic information, or any other legally protected class, in admission to, participation in, or receipt of the services and benefits under any of its programs, including health programs, and activities. ESNT honors the above equal opportunity statement in our employment practices and prohibits employment discrimination in staff hiring, promotions, terminations, in employee assignments to programs, client assignments, or in any other employment related actions.

This statement is in accordance with the provisions of:

Reference:	Part of the policy it references:
Title VI of the Civil Rights Act of 1964	Nondiscrimination on the basis of race, color, national origin
Title VII of the Civil Rights Act of 1964	Nondiscrimination on the basis of race, color, religion, sex, or national origin; prohibits workplace harassment
Regulations of the U.S. Department of Health and Human Services issued pursuant to these three statutes at Title 45 CFR Parts 80, 84, and 91	Nondiscrimination on the basis of Race, Color, National Origin, Sex, Handicap, or Age in Employment Practices, Accessibility, Education, Health, Welfare, & Social Services
Sections 503 & 504 of the Rehabilitation Act of 1973	Nondiscrimination on the basis of disability & added the Equal Opportunity Clause for Workers with Disabilities
Americans with Disabilities Act of 1990	ADA, Accessibility for public accommodations
The Age Discrimination Act of 1975	Nondiscrimination on the basis of age
Pregnancy Discrimination Act of 1978	Nondiscrimination on the basis of pregnancy
Section 1557 of the Patient Protection and Affordable Care Act of 2010, 42 U.S.C. § 18116	Nondiscrimination against any person on the ground of sex/gender, including gender identity
41 CFR part 60/Executive Order 11246	Equal Opportunity Clauses, Segregated Facilities cannot occur, Affirmative Action Requirements
41 CFR60-300/Vietnam Era Veterans Readjustment Assistance Act of 1974	Equal Opportunity Clause for VEVRAA Protected Veterans
29 CFR part 471, Appendix A to Subpart A/Executive Order 13496	Employee Notice Clause requiring employers to post the Notification of Employee Rights under Federal Labor Laws
Executive Order 13152	Nondiscrimination of an individual's status as a parent or caregiver
Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)	Nondiscrimination on the basis of one's genetic makeup
Title 29 of the CFR on the Equal Employment Opportunity Commission Laws, Equal Pay Act of 1963 (EPA)	Nondiscrimination in wages, compensation or by gender discrimination. Established the Fair Labor Standards Act.
Applicable Federal and State Laws	
The ESNT Compliance Plan, The ESNT Employee Policy Manual, and all other ESNT policies & procedures.	

Employees of ESNT are required to comply with policies that prohibit discrimination, harassment, and retaliation. Executives and supervisors who, in good faith, become aware of or suspect discrimination, harassment, or retaliation policy violations are responsible for reporting them to the appropriate office (Human Resources or Compliance) immediately.

ESNT prohibits retaliation against a person or group for reporting about discrimination or for participating in the investigation of such a complaint.

If an employee, applicant, client or third party experiences discrimination, harassment or retaliation in relation to ESNT, he/she should file a written formal complaint. All complaints will be reviewed and investigated by Human Resources OR Compliance to determine whether further action is warranted. Please reference the below information to contact Human Resources or Compliance to report a suspected violation or to ask questions.

- Employees and applicants should contact Human Resources.
- Clients and third parties (e.g. visitors, community members etc.) should contact Compliance.

### **Human Resources**

Donna Dempsey, President & CEO  
Phone: 817-759-7925  
Toll Free: 888-617-7171

### **Compliance - 504 & EEO Coordinator**

Martha "Marty" Skinner, LCSW, ACSW, VP of Compliance  
Phone: 817-759-7942  
Toll Free: 888-617-7171

Texas Relay, Dial 7-1-1 or 1-800-RELAY-TX (800-735-2989)

*Texas Relay provides telephone access to people who are deaf, hard-of-hearing or have a speech disability.*

### **Reporting Resources**

Inquiries or complaints about discrimination also may be directed to the U.S. Equal Employment Opportunity Commission (EEOC) 1-800-669-4000 or email [info@eeoc.gov](mailto:info@eeoc.gov) **or** to Texas Workforce Commission (TWC) Civil Rights Division at 888-452-4778 or email [EEOintake@twc.state.tx.us](mailto:EEOintake@twc.state.tx.us).

In general, the complainant has 180 calendar days from the date of alleged discrimination to file a charge with the EEOC or TWC Civil Rights Division.

There is no statute of limitations to file a complaint with ESNT. However, please understand that our response to a complaint may be more limited in scope as a result of the length of time between the alleged incident and the report. Complainants are encouraged to file complaints as soon as discrimination, harassment or retaliation is suspected.