

EASTERSEALS HUMAN RESOURCE POLICY MANUAL

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY and AFFIRMATIVE ACTION
POLICY NO: HR022
DATE OF ORIGIN: 03/26/2018
DATES REVISED: 08/26/2019

PURPOSE

It is the policy of Easterseals not to discriminate in employment opportunities or practices on the basis of race, color, religion, sex, gender identity and expression, national origin, ancestry, age, disability, marital status, family care status (including pregnancy), childbirth, or related medical conditions, veteran status, sexual orientation, genetic information, or any other characteristic protected by law.

POLICY

Equal Employment Opportunity

Easterseals is committed to providing a non-discriminatory employment environment for its employees. Easterseals will fully comply with applicable federal, state and local laws, rules and regulations in the area of non-discrimination in employment.

Equal employment opportunity and non-discriminatory commitments include, but are not limited to, the areas of hiring, promotion, demotion or transfer, recruitment, corrective action, layoff or termination, rate of compensation and company sponsored training.

All employees are expected to comply with this Equal Employment Opportunity Policy. Violations of this policy will be subject to discipline, up to and including separation of employment.

Any employee who believes they have been discriminated against must immediately report any incident to the Director of Human Resources and/or the President.

The company will not tolerate retaliation against any employee who reports acts of discrimination or provides information in connection with any such complaint.

Affirmative Action

In developing the Easterseals Affirmative Action Plan, we commit ourselves to:

- Recruiting, hiring, training, and promoting persons in all job classifications without regard to race, color, religion, sex, gender identity and expression, national origin, ancestry, age, disability, marital status, family care status (including pregnancy), childbirth, or related medical conditions, veteran status, sexual orientation, genetic information, or any other non-job-related characteristic protected by law;

- Ensuring that promotion decisions are in accordance with equal employment opportunity requirements by imposing only valid, job-related requirements for promotional opportunities;
- Ensuring that all personnel actions relating to compensation, benefits, transfers, terminations, training, and education are administered in a fair and nondiscriminatory manner;
- Establishing goals and timetables to correct any deficiencies over a reasonable period of time

To ensure that our goals for equal employment opportunity may be achieved through our good-faith efforts, Easterseals has established various levels of responsibility to both direct and oversee affirmative action efforts.

Managers who are responsible for meeting their departmental/organizational business objectives are expected to cooperate fully in meeting Easterseals Affirmative Action objectives.

The Director of Human Resources will function as Equal Employment Opportunity Officer of Easterseals. The EEO Officer is responsible for monitoring affirmative action efforts and for providing equal opportunity training and recommending outside resources.