



POLICY AND PROCEDURE MANUAL

Chapter:	Human Resources		
Title:	Equal Employment Opportunity		
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/>	Review Cycle: Triennial Author: HR Spec.	Adopted Date: 08.2020 Review Date: 07.2023	Related Policies: Whistleblower Protection

Purpose:

To comply with federal law and to support development of a diverse workforce that reflects the communities we serve, Hopeful Horizons (HH) has established this policy to ensure equal employment opportunity (EEO).

Scope:

This policy applies to

- All HH Staff Selected HH Staff, as specified:
- HH Board Members HH Volunteers
- Other: Applicants for Employment

Policy:

HH maintains a policy of non-discrimination with employees and applicants for employment based on age, disability, race, color, sex, gender identity (or expression), sexual orientation, pregnancy, religion, national origin, genetics, military or veteran status, or any other basis prohibited by law. Hopeful Horizons’ non-discrimination policy applies to all aspects of employment, including, but not limited to, recruitment, selection, hiring, compensation, discipline, termination, promotion, benefits, transfer, training, layoffs, and other terms and conditions of employment.

HH provides a work environment that is free of unlawful harassment, including harassment based on any of the protected categories identified in this policy. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Employees/applicants are encouraged to report inappropriate conduct to human resources and are entitled to make a written complaint.

To promote employment access for all persons, HH strives to make agency facilities accessible and to provide reasonable accommodation for the known physical, psychological and/or religious needs of employees and applicants, without undue hardship to the organization and as required by law.

Human resources shall establish and administer procedures necessary to assure compliance with this policy.

Communication and Training:

The Board shall receive a copy of the policy at the time of periodic review and will have an opportunity to ask clarifying questions during the approval process. Employees and volunteers shall receive notice of the Board’s policy review and approval including notice of any substantive changes. The notice will provide a link to the policy located on the HH website.

Human resource personnel shall identify and provide/facilitate training for managers to support compliance with this policy and related laws. Training shall include, but is not limited to: EEO compliance requirements, recruitment and hiring practices, providing reasonable accommodations, and identifying and responding to discrimination/harassment.

Definitions:

1. **Discrimination:** As used in this policy, discrimination is defined as the unequal treatment of an employee or applicant in any aspect of employment, including discrimination based solely or in part on the employee’s, or applicant’s, protected category.
2. **Reasonable Accommodation:** Any change in the work environment or in the way work is customarily performed would enable a person with a physical, psychological or religious need to enjoy equal employment opportunities.
3. **Undue Hardship:** A determination made, on a case-by-case basis, that specific accommodation would cause significant difficulty or expense for the agency to provide. In such instances, the agency does not have to provide the accommodation. The factors considered in assessing undue hardship include but are not limited to, the nature and cost of the accommodation needed; the overall financial resources of the agency making the accommodation; and the effect of the accommodation on the operation of the agency.

Other Related Materials:

Reasonable Accommodations Request Procedure
Complaint and Grievance Procedure and Related Form(s)

References/Legal Authority:

[Title VII of the Civil Rights Act of 1964.](#)

[Age Discrimination in Employment Act of 1967. \(ADEA\).](#)

[Americans with Disabilities Act of 1990.](#)

[What You Should Know About the Pregnant Workers Fairness Act, US Equal Employment Opportunity Commission, 2023.](#)

Change Log:

Date of Change	Description of Change	Responsible Party
07.2023	Updates to the new policy format; Clarifies illegal harassment; adds access to reasonable accommodations; specifies the administrative role of Human Resources; and adds communication & training, definitions, and references.	N. Miller, Prog. Eval. Consultant and R. Lucovich, Human Resource Specialist