

Policy Title: NONDISCRIMINATION	Policy No.	No. of Pages
	EMP09	2
	Eff. Date	Rev. Date
	1/9/2014	

- I. **PURPOSE:** To establish a policy to provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, color, national origin, sex, marital status, disability, sexual orientation, veteran status, arrest and court record (except that criminal conviction will be considered as appropriate to job requirements), or genetic information.

The Corporation Executive Director and School Principals are designated to serve as the compliance officers.

II. **POLICY:**

1. The Corporation and Schools, as recipients of public funds, are committed to undertake affirmative action, which ensures effective equal employment opportunities for staff and applicants for employment.
2. Compliance officers will ensure that no Corporate or School procedure discriminates against any individual and shall take reasonable steps to promote employment opportunities of those classes that are recognized as protected groups: aged individuals, persons with disabilities, ethnic minorities, women, and eligible veterans.
3. The Corporation and Schools will not discriminate against any person who is a member of, applies to be a member or, performs, has performed, applies to perform, or has an obligation to perform service in a uniformed service, on the basis of that participation in a uniformed service. This includes initial employment, retention in employment, promotion, or any benefit of employment. The Corporation and Schools will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.
4. No qualified person with disabilities will, solely by reason of a disability, be subjected to discrimination, and the Corporation and Schools will not limit, segregate or classify any applicants for employment or any staff member in any way that adversely affects his/her opportunities or status because of a disability. This prohibition applies to all aspects of employment from recruitment to promotions and includes fringe benefits and other elements of compensation.

5. The Corporation and Schools will make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or staff member, unless it is clear that an accommodation would impose an undue hardship on the operation of the Corporation and Schools program. In determining whether or not an accommodation would impose an undue hardship on the Corporation and Schools, factors to be considered include the nature and cost of the accommodation, and the likelihood that the accommodation will enable the employee to perform the essential duties of the position and not have an adverse impact on the mission of the Corporation and Schools.
6. The Corporation and Schools will not make use of any employment test or criteria that screens out persons with disabilities unless: the test or criteria is clearly and specifically job-related; and alternative tests or criteria that do not screen out persons with disabilities are available.
7. While the Corporation and Schools may not make pre-employment inquiries as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job related functions.
8. Any staff member who believes that there has been a violation of this policy, or the law prohibiting discrimination because of a disability, may initiate a grievance through the procedures for staff complaints.