

# PEOPLE'S PLACE

## Equal Employment Opportunity Policy

Approved By: Board of Directors  
Review/Revision Date: 11/01/2021

### I. PURPOSE

The purpose of this policy is to ensure that the agency gives all applicants an equal opportunity for employment and to ensure a work environment that is free from discrimination.

### II. POLICY STATEMENT

People's Place shall make all decisions regarding recruitment, hiring, compensation, benefits, job assignment, promotions, demotions, transfers, layoffs and/ involuntary separation of employment without regard to race, creed, religion, ethnicity, sex, age, marital status, national origin, sexual orientation, gender identity, political belief, veteran status, disability or any other protected class.

### III. APPLICATION

This policy applies to all People's Place staff, volunteers, and applicants.

### IV. DEFINITIONS

Discrimination – disparate behavior toward someone based on that person's sex, age, disability, race, national origin, religion, sexual orientation, marital status, gender identity, or membership in another protected group.

### V. STANDARDS

- A. Any complaints of discrimination should be in writing using the Equal Employment Opportunity Complaint Form and submitted to the Executive Director or Designee immediately.
- B. All complaints of discrimination will be investigated as indicated in the procedures.
- C. All witnesses and those with any knowledge of the alleged discrimination will be interviewed.
- D. All documents relating to the investigation will be kept in a separate file.
- E. No retaliation will be taken against the complainant who files a claim in good faith.
- F. If there is evidence of discrimination, prompt appropriate action will be taken.
- G. Appropriate remedy will be provided to any complainant whose claim is substantiated.

## VI. PROCEDURES

### Individual Responsible

### Action

Complainant	1. Reports complaint by completing the Equal Employment Opportunity Complaint Form and submitting it to the Executive Director or Designee.
Executive Director/Designee	1. Assigns an impartial investigator within 5 business days.
Investigator	1. Interviews the complainant and respondent within 10 business days. 2. Reports findings in writing to the Executive Director within 5 business days of the completion of interviews.
Executive Director/Designee	1. Reviews findings and determines resolution. 2. Responds to the complainant and the respondent within 5 business days of receiving the investigator written findings.
Complainant	1. If unsatisfied with the Executive Director's decision, complainant can file an appeal with the Board of Directors.

## VII. REFERENCES

- A. Hiring Policy
- B. Federal Laws Prohibiting Job Discrimination

## VIII. EXHIBITS

- A. Equal Employment Opportunity Complaint Form

