



Policy: **EEO Non-discrimination**  
Approver: Director of Human Resources  
Initiated: 03/2016  
Version: 1  
Reference: N/A  
Responsible Department(s): All Departments utilizing policies

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## **1.0 DEFINITIONS:**

All employees are responsible and accountable for the total substance and absolute compliance with the intent of this policy with no exception.

## **2.0 POLICY:**

It is the policy of Woodland Pond to maintain a culture that will recruit, hire, train, retain, and promote persons in all job classifications, \*without regard to race, color, religion, sexual orientation, gender identity or expression, genetics, national origin, age (except where requirements are established by law), ancestry, marital status, political affiliation, pregnancy, and disability (unless the nature and extent of the disability [mental or physical] precludes the performance of an essential function of a particular job) or for any other reason recognized by Federal, State or Local law or regulation.

All employment decisions shall be consistent with the principle of equal employment opportunity. All promotion decisions will be consistent with the principles of equal employment and only valid qualifications will be considered for promotions.

All other personnel action or programs such as compensation, benefits, transfers, layoffs, return from layoff, employer-sponsored training and education, social and recreational programs will be also be administered\*.

## **3.0 RELATED POLICIES: N/A**

## **4.0 PROCEDURE:**

If an applicant or employee believes he/she has been discriminated against, he/she should report such action.

For applicants: A charge may be filed by mail or in person at the nearest Equal Employment Opportunity Commission (EEOC) office. Individuals may consult their local telephone directory (U.S. Government listing) or call 1-800-669-4000 (voice) or 1-800-669-6820 (TTY) to contact the nearest EEOC office for more information on specific procedures for filing a charge.

For employees: A report of discrimination should be filed in writing and brought to the attention of the Director of Human Resources who will conduct a fair and thorough investigation of the written complaint and evaluate it against regulatory standards, professional guidelines, existing precedent, and Woodland Pond policies and procedures.

**5.0 DOCUMENTATION: N/A**

**6.0 FORMS: N/A**