



<b>EMPLOYEE MANUAL</b>	
Policy Title: <b>Equal Employment Opportunity</b>	
Policy No.: 3.0	Section Nos.: 3.0 - 3.2
Approval Date: 01/17/2018	Effective Date: January 2018
Approved By: Board of Directors	

### **3.0 EQUAL OPPORTUNITY EMPLOYMENT**

The Agency is an equal-opportunity employer and hires on the basis of individual qualifications. Agency policy prohibits unlawful discrimination based on race, religion, religious creed (including religious dress and religious grooming), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity), gender expression, age (40 or over), sexual orientation, military, and veteran status, or any other basis protected by federal, state or local laws. The Agency is committed to accommodating all applicable laws which provide for equal employment opportunities. This commitment applies to all persons involved in Agency operations and prohibits unlawful discrimination by any Agency employee.

#### **3.1 Policy Against Harassment**

As set forth more fully in the Agency's separate Harassment, Discrimination, and Retaliation Reporting Policy, the Agency strictly prohibits unlawful harassment on the basis of protected classes under applicable law as mentioned above. Harassment may consist of verbal, physical, or visual types. This policy applies to all phases of the employment relationship including hiring, promoting, transfers, etc. Management considers this to be an extreme form of personal abuse and will take appropriate disciplinary action, up to and including termination, against any employee exhibiting such misconduct. Any employee or applicant who encounters any form of harassment should immediately report the conduct to General Manager (or the Board where General Manager is perceived as biased) and is entitled to a prompt fair review of his or her case. The Agency is committed to providing Harassment Prevention and Awareness Training to Supervisors and Employees according to Federal and State laws and regulations.

#### **3.2 Policy Against Retaliation**

The Agency similarly strictly prohibits retaliation against any employee for making a good-faith complaint of discrimination or harassment or for cooperating, assisting, testifying, or participating in any of the complaint procedures described in detail in the Agency's separate Harassment, Discrimination, and Retaliation Reporting Policy. Claims of retaliation are taken seriously and are subject to the same complaint procedures.