

Creating



Life Opportunities"

Policy and Procedure #604

Non-Discrimination and Equal Employment Opportunities

Approval: /S/ Dani Cook

Effective Date: 2/23/2023

POLICY:

EFI will strive for equity in its service delivery and employment. For policy purposes, equity is defined as service delivery commensurate with the level of need within our community. EFI will not, on the grounds of race, color, national origin, age, sex, religion, creed, marital status, sexual orientation, disabled veteran status, Vietnam-era veteran status, the presence of any physical, mental, or sensory disability, use of a trained dog guide or service animal by a person with a disability, or the presence of HIV / AIDS:

- Discriminate against any person in the recruitment, hiring, training, compensation, benefits, promotion, transfer, termination, layoff, reduction in workforce, or in any terms or conditions of employment.
- Deny or treat any person or group differently regarding services, aid, or benefit.
- Use employment/service criteria or methods which would limit the potential of employment or services to any person of a protected group.
- Harass or make comments, display, or distribute any derogatory materials.
- Condone discriminatory practices by its contractors.

PROCEDURE:

1. EFI will provide services to clients in a manner that is responsive to their individual needs, including:
 - A. Assurance that activities, routines, and relationships are typical of most citizens.
 - B. Sensitivity to each client's age, ethnic, religious, and cultural heritage.
 - C. Seeking community input on program development for the purpose of becoming more informed culturally, religiously, and in ethnicity issues.
 - D. Providing adequate and trained employees to meet the needs of our clients in respect to age and disability issues.
2. EFI will maintain employee and client data, as required by the Office of Equal Opportunity and Diversity Management (OEODM), to include:
 - A. Racial/ethnic group, sex, age, disability, and language.
 - B. Employee bilingual, interpretive, and translation capabilities.
 - C. Customers with limited English, bilingual, or interpreter needs.
3. All employees and clients will be educated on the complaint process. Forms will be provided for internally reporting incidents of perceived discrimination.
 - A. All reports of discrimination will be investigated within seven working days of filing the report.

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- B. Findings and informal recommendations will be communicated in writing to the complainant immediately after the conclusion of the investigation. If the complainant is unsatisfied with EFI's internal investigation findings or recommendations, he or she may follow the EFI grievance process for the employee's P&P.
- C. EFI does not tolerate discrimination in its employment practices or service delivery. Any employee found to be involved in discriminatory practices will be subjected to corrective action, which could include termination of employment.
- D. EFI will not condone or tolerate retaliation, coercion, threats, or discrimination against complainants or others assisting in investigations.