



# Little City Foundation

## Policies & Procedures

Subject: HUMAN RESOURCES-Non-Discrimination

Policy # HR 08b

Approved:

Issued:

01/13

Last Revised:

02/17

Page:

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Date Reviewed

**POLICY STATEMENT:** Little City is an equal employment opportunity organization. No person shall be discriminated against because of race, color, creed, national origin, ancestry, age, gender, religion, disability, marital or civil union status, sexual orientation, gender expression, gender-identification, income level, educational level, veteran status, or on any other basis prohibited by law. In implementing this policy, the following shall apply.

1. No person shall be denied the benefits of, or be subjected to, discrimination under any of our programs, activities, admission policies, training programs, employment practices, etc., on the grounds of that person's race, color, creed, gender, national origin, age, religion, disability, marital or civil union status, sexual orientation, gender expression, gender-identification, income level, educational level, veteran status, or on any other basis prohibited by law.

2. All public areas to include waiting rooms, public rest rooms, and employee rest rooms, are available to all employees without regard to race, color, creed, national origin, religion, age, gender, disability, marital or civil union status, sexual orientation, gender expression, gender-identification, income level, educational level, veteran status, or on any other basis prohibited by law.

3. Little City employs applicants who possess the ability to perform the essential functions of the job (with or without reasonable accommodation), necessary skills, education, experience, and qualification and will promote, upgrade, transfer, demote, recruit, advertise or solicit for employment or make other employment decisions without regard to race, color, creed, national origin, age, gender, religion, disability, marital or civil union status, sexual orientation, gender expression, gender-identification, income level, educational level, veteran status, or on any other basis prohibited by law.

4. All training and internship programs are available to all employees without regard to race, color, creed, national origin, age, gender, religion, disability, marital or civil union status, sexual orientation, gender expression, gender-identification, income level, educational level, veteran status, or on any other basis prohibited by law.

5. No employee shall aid, abet, compel, coerce, or conspire to discharge or cause another employee to resign because of race, color, creed, national origin, age, gender, religion, disability, marital or civil union status, sexual orientation, gender expression, gender-identification, income level, educational level, veteran status, or on any other basis prohibited by law.

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6. Little City establishes pay rates, terms, conditions, benefits, or privileges of employment without regard to race, color, creed, national origin, age, gender, religion, disability, marital or civil union status, sexual orientation, gender expression, gender-identification, income level, educational level, veteran status, or on any other basis prohibited by law.
7. Little City will not knowingly use any employment agency, referral services, employment service, etc., that discriminates in making referrals on the basis of race, color, creed, national origin, age, gender, religion, disability, marital or civil union status, sexual orientation, gender expression, gender-identification, income level, educational level, veteran status, or on any other basis prohibited by law.
8. Discrimination, including any ethnic slurs, jokes, puns, etc., will not be tolerated and must be reported to the department supervisor/manager/director or Human Resources representative.
9. An individual with a disability must be an “otherwise qualified” applicant and/or employee in order to be eligible for employment or continued employment with the organization. (Note: An “otherwise qualified” applicant and/or employee is one who is able to perform the essential functions of the job in question either with or without reasonable accommodation(s)).
10. Little City will seek to identify and provide reasonable accommodations to otherwise qualified applicants and/or employees. Little City need not offer the applicant/employee the reasonable accommodation that the applicant/employee most prefers. (Note: A “reasonable accommodation” is an accommodation, which does not constitute an undue hardship on the organization, or provide a direct threat to the individual or others in the workplace in the event that the threat cannot be eliminated by reasonable accommodation. Examples of reasonable accommodations include, but are not limited to, modifying equipment, restructuring jobs or schedules, providing readers or interpreters, and making the facility readily accessible and usable, as such may apply.)
11. In the recruitment and hiring procedures of the organization, persons who are disabled will be provided with reasonable accommodations to provide equal access to testing or interviewing.
12. Little City will seek to provide any reasonable accommodation(s) to those employees who become disabled during the course of their employment.
13. Any person who feels he/she has been discriminated against is encouraged to report such complaint to his/her Supervisor, Department Head, or Human Resources representative. Additionally, any employee who is aware of behavior toward another employee which he/she feel may constitute discrimination shall also report the matter the department supervisor/manager/director or Human Resources representative.
14. Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. If warranted, a prompt and thorough investigation of the alleged discrimination will be conducted and appropriate corrective action will be taken. Complaints of discrimination will be treated as confidential throughout the investigation. Once the investigation is completed, confidentiality shall be determined by the applicable state and federal laws. Any employee found to have engaged in discrimination will be disciplined, when appropriate, up to and including termination of employment.

**Authority Reference: Title VII of the Civil Rights Act of 1964; Equal Pay Act of 1963; Pregnancy Discrimination Act of 1978; Executive Order 11, 246; Age Discrimination in Employment Act of 1967; Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Vietnam Era Veterans Readjustment Assistance Act of 1974; ILL Human Rights Act; 56 IL Adm. Code Part 5220; and any corresponding amendments to the statutes.**