

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The NOAH Center prohibits, forbids, and does not tolerate discrimination against anyone on the basis of race, color, religion, sex, age, national origin, veteran status, or disability. All employees, managers, supervisors, and job applicants are guaranteed the same employment opportunities. No person, or employee, no matter his or her title or position has the authority, expressed, actual, apparent or implied, to discriminate against another employee of NOAH.

NOAH will not discriminate against any employee, manager, supervisor, or applicant on the basis of race, color, religion, sex, age, national origin, veteran status, or disability. NOAH supervisors and/or managers will make all recruitment, placement, selection, training and layoff decisions based solely on job-related qualifications and abilities without regard to race, color, religion, sex, age, national origin, veteran status, or disability.

NOAH will administer and conduct all personnel procedures including compensation, benefits, discipline, training, recreational and social activities, and safety and health programs without regard to an individual's race, color, religion, sex, age, national origin, veteran status, or disability.

NOAH prohibits verbal, physical, or visual conduct that belittles or demeans any individual on the basis of race, color, religion, sex, age, national origin, veteran status, or disability.

NOAH prohibits, forbids and does not tolerate any employee, manager, or visitor, harassing an employee or creating a hostile work environment for an employee because of an employee's race, color, religion, sex, age, national origin, veteran status, or disability.

Reporting Procedure

If you have any questions, problems, or complaints regarding a violation of this policy or discrimination in general, you must communicate your concerns to (your immediate supervisor, first level of management) immediately. If you feel uncomfortable doing so or if (your immediate supervisor, first level of management) is the source of the problem, condones the problem, or ignores the problem, report to the (second level of management, or if none, director).

If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaints, or reports to (next level of management, or, if none, director). You are not required to directly confront the person who is the source of your report, question or complaint before notifying any of those individuals listed.

NOTE: This policy should not be considered an affirmative action policy. For more information affirmative action plans you should contact your local attorney.

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