

		<b>Policy Number:</b>  AG-027
<b>Subject:</b>	NON DISCRIMINATION	
<b>Section:</b>	ADMINISTRATIVE GENERAL	
<b>Effective Date:</b> 08/01/2009	<b>Review Date:</b> 04/01/2015	
	<b>Revised Date:</b>	
<input type="checkbox"/> <b>New Policy</b>	<input type="checkbox"/> <b>Supersedes Policy Dated:</b>	
<b>Issued by:</b> HR Administrator	<b>Concurred with and Approved by:</b> Jim Burns, Director    Initial: _____	
<b>Cross Reference:</b>		
<b>Distribution:</b>	All employees of Family Focus	

## **PURPOSE**

To assure uniform understanding of the dedication of Family Focus to the acquisition or provision of services and employment without regard to race, color, creed, gender, religion, age, national origin, sex, type of illness or disability. Selection, placement and retention of employees and volunteers are to be based on the appropriateness of the person's qualifications for the anticipated job responsibilities and shall not be on the basis of race, color, creed, gender, religion, age, national origin, sex or disability. Similarly, services offered to clients shall be on a non-discriminatory basis as will contracting for or acquiring products or services.

## **GENERAL INFORMATION**

Non-discrimination on the basis of race, color, creed, gender, religion, age, national origin, sex, type of illness, or disability has been a tradition of long standing within components of Family Focus. It has been incorporated into employee handbooks, web site, client brochures, included in other policies and procedures, incorporated into agreements, and reinforced in many other ways. This policy document is intended to reinforce such measures and practices and to indicate the support and endorsement of the Family Focus Board of Directors and executive management.

It is also the policy of Family Focus not to discriminate against any employee or applicant for employment because he or she is a qualified individual with a disability, a disabled veteran, a newly separated veteran, a campaign veteran, or an armed forces service medal veteran (i.e., qualified protected veterans). It is also the policy of FFI to take affirmative action to employ and to advance in employment, all persons regardless of their status as qualified individuals with disabilities or qualified protected veterans. Family Focus also takes affirmative action to employ and advance in employment, all persons regardless of their status as qualified individuals with disabilities or qualified protected veterans, and to base all employment decision only on valid

job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, terminations, rates of pay or other forms of compensation and selection for training, including interns, at all levels of employment.

#### **PROCEDURE**

Every person involved with Family Focus is expected to abide by the spirit and letter of this policy. Deviations from it are to be reported directly to the Family Focus Director, who is to investigate such complaints, take corrective action as needed, and inform the Family Focus Board of Directors of the outcome.

Family Focus has an Affirmative Action Plan in place which sets forth the policies, practices, and procedures which FFI is committed to applying in order to ensure that its policy of non-discrimination and affirmative action for qualified individual with disabilities and qualified protected veterans is accomplished.