



EQUAL EMPLOYMENT OPPORTUNITY POLICY

Objective

The Association of ESD Professionals (“Association”) is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. The Association prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. The Association conforms to the spirit as well as to the letter of all applicable laws and regulations.

Scope

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between the Association and its employees, including:

- Recruitment.
- Employment.
- Promotion.
- Transfer.
- Training.
- Working conditions.
- Wages and salary administration.
- Employee benefits and application of policies.

The policies and principles of EEO also apply to the selection and treatment of independent contractors and to the people with whom staff and contractors work on Association business.



Dissemination and Implementation of Policy

The Executive Director of the Association will be responsible for the dissemination of this policy to employees, contractors, and Board members. Directors, managers, and supervisors are responsible for implementing equal employment practices.

Management is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

Procedures

The Association administers our EEO policy fairly and consistently by:

- Communicating all required notices regarding employee rights under EEO laws and making them readily available to employees.
- Including the following statement in advertisements for job openings: "The Association of ESD Professionals is an equal opportunity employer and offers equal employment opportunities without regard to race, color, religion, gender identity, sex, pregnancy, national origin, age, disability, veteran status, sexual orientation, marital status, genetic information, or any other characteristic protected by law."
- Forbidding retaliation against any individual who: files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies or participates in an EEO agency proceeding.
- Requires employees to report to a member of management any apparent discrimination or harassment. The Association encourages reports to be made within 48 hours of the incident.
- Promptly notifies management of all incidents or reports of discrimination or harassment and takes other appropriate measures to resolve the situation.



Harassment

Harassment is a form of unlawful discrimination and violates the Association's employment policy. Prohibited sexual harassment, for example, is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is explicitly or implicitly made a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Harassment also includes unwelcome conduct that is based on race, color, religion, gender identity, sex, pregnancy, national origin, age, disability, veteran status, sexual orientation, marital status, genetic information, or any other characteristic protected by law. Harassment becomes unlawful where:

- Enduring the offensive conduct becomes a condition of continued employment, or
- The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

The Association of ESD Professionals encourages employees to report all incidents of harassment to a member of management. The Association has implemented a policy of conducting harassment-prevention training for all employees and for independent contractors who choose to participate and maintains and enforces a separate Whistleblower Policy. The Association of ESD Professionals investigates all complaints of harassment promptly and fairly, and, when appropriate, takes immediate corrective action to stop the harassment and prevent it from recurring.



Remedies

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. The Association of ESD Professionals will promptly, thoroughly, and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.