

Equal Employment Opportunity/Affirmative Action Policy

ST. JOSEPH ACADEMY

Department:	Human Resources
Number:	300.19
Effective Date:	June 2018
Review Date:	7/21/2023
Revised Date:	7/21/2023
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Policy: St. Joseph Academy is committed to a policy of equal opportunity for all employees and applicants. It is the organization's policy to seek and employ the best qualified personnel in all positions, to provide equal opportunity for advancement to all employees, and to administer these activities in a manner which will not discriminate against or give preference to any person because of race, color, religion, age, sex, national origin, handicap, ancestry, sexual orientation, marital status or arrest or conviction record, or any other discriminatory basis prohibited by State or Federal law.

This policy shall include, but not be limited to, the following: recruitment and employment, promotion, demotion, transfer, compensation, selection for training including apprenticeship, layoff and termination. This organization further agrees to take affirmative action to ensure equal employment opportunities.

Reasonable accommodations shall be made for qualified individuals with a disability or handicap, unless such accommodations would impose an undue hardship to the organization.

St. Joseph Academy maintains affirmative action plans for minorities, women, individuals with disabilities and protected veterans. All personnel who are responsible for hiring and promoting employees and for the development and implementation of programs or activities are charged to support this program. They shall provide leadership in implementing affirmative action goals and initiatives. All employees are responsible for supporting the concept of equal employment opportunity and affirmative action, assisting and cooperating in meeting the plan goals of St. Joseph Academy.

Any employee who believes they has been discriminated against in violation of this policy may file a complaint. Responsibility for overseeing the organization's equal employment opportunity and affirmative action programs and investigating discrimination complaints is assigned to the Human Resources Director.

Approved by: _____

President/CEO

Date

8/4/23