


OUR CARE IN HOME SERVICES LLC Policies and Procedures	
Section 4: Human Resources	
Policy Title: Equal Opportunity	Policy Number: 4.100
	Effective Date:
	Revision Date:
	Approved By:
	Page Number: Page 1 of 4

Equal Opportunity

PURPOSE

To ensure that all persons have equal opportunity and to establish guidelines for affirmative action plans, in accordance with federal, state and local regulations.

DEFINITIONS

1. Equal Opportunity

Equal Opportunity is the right of all persons to be accorded full and equal consideration on the basis of merit or other relevant, meaningful criteria, regardless of protected group status.

2. Affirmative Action

Affirmative actions are good faith efforts to ensure equal employment opportunity and correct the effects of past discrimination against affected groups. Where appropriate, affirmative action includes goals to correct underutilization and development of results-oriented programs to address problem areas.

3. Discrimination

Discrimination occurs when the civil rights of an individual are denied or interfered with because of their membership in a group or class. Various laws are in place to prevent discrimination based on a person's race, sex, religion, age, previous condition of servitude, physical limitation, national origin, and in some instances, sexual orientation.


4. Non-Discrimination

Non-Discrimination is treating people with fairness, without prejudice. It is based on individual merit and not on the group, class, or category to which that person belongs

5. Reasonable Accommodation

Reasonable accommodation is defined as any change or adjustment to a job, the work environment, or the way things usually are done that would allow an individual with a disability to apply for a job, perform job functions, or enjoy equal access to benefits available to other individuals in the workplace


POLICY Our Care In Home Services LLC is an Equal Opportunity Employer and prohibits discrimination of any kind because of color, creed, national origin, sex, religion,

OUR CARE IN HOME SERVICES LLC Policies and Procedures	
Section 4: Human Resources	
Policy Title: Equal Opportunity	Policy Number: 4.100
	Effective Date:
	Revision Date:
	Approved By:
	Page Number: Page 2 of 4

handicap, marital status, communicable diseases, disability, veteran status, sexual orientation, gender reassignment, age (unless age is a factor necessary for the normal operation or achievement objectives), pregnancy (unless the performance of duties puts the client and/or employee at risk) and/or other characteristics protected by law.

PROCEDURES

1. Diversity, fairness and justice in the workplace shall be promoted.
2. Discrimination, prejudice and victimization in the workplace shall not be tolerated.
3. State and federal, non-discrimination rules and regulations shall be complied with.
4. Equal opportunity and respect shall be provided to all individuals in matters of service and employment.
5. No discrimination shall be applied against any qualified employee or applicant for employment with one or more disabilities provided the disability does not affect their abilities to perform the essential job functions.
6. No qualified individuals, who have one or more disabilities, will be refused the opportunity to apply for employment or be considered unfavorably merely because of their disabilities.
7. Every reasonable attempt shall be made to accommodate otherwise qualified applicants and/or employees who have one or more physical and/or mental disabilities and may one include such assistive devices or measures as:
 - a. Physical changes
 - b. Installing a ramp
 - c. Modifying a workspace
 - d. Accessible and assistive technologies
 - e. Ensuring application software is accessible, e.g. online application systems
 - f. Providing screen reader software
 - g. Utilizing videophones to facilitate communications with colleagues who are deaf
 - h. Accessible communications
 - i. Providing sign language interpreters or closed captioning at meetings and events
 - j. Making materials available in Braille or large print
 - k. Policy enhancements
 - l. Modifying a policy to allow a service animal in a business setting

OUR CARE IN HOME SERVICES LLC Policies and Procedures	
Section 4: Human Resources	
Policy Title: Equal Opportunity	Policy Number: 4.100
	Effective Date:
	Revision Date:
	Approved By:
	Page Number: Page 3 of 4

- m. Adjusting work schedules to allow employees with chronic medical issues to go to medical appointments and complete their work at alternate times or locations
- 8. Any conditions, procedures and/or behavior, which can lead to discrimination, shall be eliminated.
- 9. All Agency policies, procedures and guidelines shall be established/maintained to reflect and reinforce its commitment to equality.
- 10. When selecting new employees, members of the selection committee shall:
 - a. agree on selection criteria to be used for the job position;
 - b. provide information about the job position in the same manner to all applicants;
 - c. ask all applicants the same questions; and,
 - d. choose the successful candidate, based on the selection criteria.
- 11. All employees shall be recruited and promoted on the basis of ability and other objective relevant criteria.
- 12. Contractors, supplying services on behalf the Agency, shall be expected to conform to the same equal opportunity policies.
- 13. The Agency Administrator shall assume responsibility for affirmative action plans and may seek outside consultation from the Equal Employment Opportunity Office when necessary

GUIDELINES

- 1. Employees shall be given equality & non-discrimination training during orientation, during yearly reviews and in between, on an as-needed basis.
- 2. All employees shall be provided with appropriate and accessible learning opportunities in line with their and the Agency’s needs.
- 3. A record of training shall be kept for all employees and shall include:
 - a. dates when training was given;
 - b. summary on what training was given;
 - c. names and credentials of person(s) providing the training; and,
 - d. names and positions of people attending the training sessions.
- 4. Training Records shall be maintained..

CROSS-POLICY REFERENCE

OUR CARE IN HOME SERVICES LLC Policies and Procedures	
Section 4: Human Resources	
Policy Title: Equal Opportunity	Policy Number: 4.100
	Effective Date:
	Revision Date:
	Approved By:
	Page Number: Page 4 of 4

1. Civil Rights/Non-Discrimination

FORMS

1. Standards of Conduct

REFERENCES

1. U.S. Equal Employment Opportunity Commission (EEOC)
2. Civil Rights Act of 1964 (Title VI)
3. Section 504 Rehabilitation Act of 1973 (Section 504)
4. Age Discrimination Act of 1975
5. Americans with Disabilities Act of 1992 (42 USC;12101)