

## **Nexus Youth & Family Services**

### **Nondiscrimination and Affirmative Action Policy Regarding Employment**

Our agency is committed to maintaining an atmosphere that is free from all forms of discrimination, harassment, exploitation, and intimidation.

Federal and state laws and agency policies and practices ensure that all job applicants and agency employees have equal opportunities in every aspect of employment activities, including recruitment, selection, promotion, training, and termination. Equal Employment Opportunity practices prevent discrimination and harassment in the workplace.

It is the policy of our agency not to engage in discrimination against or harassment of any person employed or seeking employment with the agency. In addition, it is the policy of our agency to undertake affirmative action, consistent with its obligations as a federal contractor.

It is the policy of our agency not to discriminate against employees or applicants for employment on any legally-recognized basis ("protected class") including, but not limited to: race; color; religion; genetic information; national origin; sex; pregnancy, childbirth, or related medical conditions; age; disability; citizenship status; uniform service member status; or any other protected class under federal, state, or local law.

In California, the following also are a protected class: race; religious creed; color; national origin; ancestry; physical disability; mental disability; medical condition, including genetic characteristics; genetic information; marital status; sex; pregnancy, childbirth or related medical conditions or breast feeding; perceived pregnancy; actual or perceived gender; gender identity or expression (including transgender); sexual orientation; civil air patrol membership; service in the military forces of the State of California or of the United States; military and veteran status; lawful conduct occurring during nonworking hours away from company premises; age (40 or over); and citizenship status. Included in the definition of each protected category is the perception of membership in a protected category and an individual's association with an actual or perceived member of a protected category.

This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation. This policy is intended to be consistent with the provisions of applicable state and federal laws and agency policies.

This policy also applies to volunteers, independent contractors, sub-contractors, consultants and all persons whom the agency interacts with in the performance of its operations.

Our agency policy also prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment pursuant to this policy. This policy also prohibits retaliation against a person who assists someone with

a complaint of discrimination or harassment, or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment.

In addition, it is the policy of our agency to undertake affirmative action, consistent with its obligations as a federal contractor, for minorities and women, for persons with disabilities, and for covered veterans. Our agency commits itself to seek to overcome the past discrimination against these groups by making a positive and continuous effort in their recruitment, employment, retention, and promotion.

If you think you have been subjected to discrimination or harassment by the words, actions or omissions of an employee of the agency, you have the right to file a grievance with the Director of Grants Administration/EEO Officer. The Director of Grants Administration/EEO Officer will take immediate and appropriate action on all complaints regarding alleged discrimination/harassment including the following steps:

- Fully inform complainant of his/her rights.
- Fully and effectively investigate the complaint. The investigation will be immediate, thorough, objective and complete. Anyone with information on the matter will be interviewed. A determination will be made and the results communicated to the complainant.
- If discrimination/harassment is proven, there will be prompt and effective remedial action.

In addition, you may contact the Federal Equal Employment Opportunity Commission or the California Department of Fair Employment and Housing if you feel you have been the subject of discrimination or harassment.