

Community Based Care of Brevard, Inc. Policy and Procedure Manual



Series: HR- Work Environment **COA:** HR 1.01, HR 5.02, RPM 1, 2.01
CFOP: NA

Procedure Name: Equal Employment Opportunity
Procedure Number: HR-2201
Revision #/Date: (2) 02/08 (3) 07/09
Effective Date: 9/04

icable to: All CBCB Applicants, staff, volunteers, temporary employees, Independent Contractors, and Interns

SUBJECT: Equal Employment Opportunity

PURPOSE: To ensure Equal Employment Opportunity for applicants, staff, volunteers, temporary employees, Independent Contractors, and interns in the hiring process and in decisions made for transfers, promotions, compensation, benefits, training opportunities, disciplinary actions and terminations. CBC of Brevard complies with the requirements of the Florida Department of Children & Families and the Department of Labor Regulations under (1) Title VII of the Civil Rights Act of 1964, (2) Age Discrimination in Employment Act of 1967, (3) Section 504 of the Rehabilitation Act of 1973, and (4) Americans With Disabilities Act of 1990 and as may become amended from time to time.

PROCEDURE:

References

CBCB Policies/Procedures: HR2313

Guidelines

CBC of Brevard is committed to providing equal employment opportunity in all its employment activity and opportunity for advancement to all applicants, staff, volunteers, temporary employees, Independent Contractors, and interns. Management staff with the authority to hire, transfer, promote, discipline and terminate make these decisions without regard to race, color, religion, national origin, marital status, age, sex, disability, sexual orientation, military status, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal and state laws. In addition, the Agency complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Agency has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. CBC of Brevard is committed to filling positions with the best-qualified candidates based upon skills, knowledge and job experience.

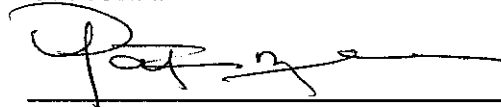
Reporting

1. CBC of Brevard is also committed to providing a workplace free from discrimination or harassment from co-workers. In the event an employee, applicant, volunteer, temporary employee, Independent Contractor, or intern believes he or she is experiencing harassment or discrimination, or feels that a co-worker is creating a hostile or offensive work environment, because of race, color, religion, national origin, age, sex, veteran status or disability that individual is encouraged to promptly report the incident as outlined in the Employee Grievance Policy.
2. Any employee, applicant, volunteer, temporary employee, Independent Contractor, or intern who believes that he or she been the subject of discrimination should promptly report the incident so that the management of the Agency can begin to investigate and address the concerns. Your report may be made orally or in writing. Refer to Employee Grievance Process HR-2313.
3. A prompt, confidential (to the extent practicable) and impartial investigation of the alleged discriminatory conduct will be undertaken. If the Agency finds that inappropriate conduct occurred, prompt, corrective action will be taken against all responsible individuals. This will be done at the sole discretion of the Agency, including discipline up to and including termination.

Non-Retaliation

1. No employee, applicant, volunteer, temporary employee, Independent Contractor, or intern shall be retaliated against, harassed, intimidated, threatened, coerced or discriminated against for making a charge, testifying, assisting or participating in any manner in an investigation, proceeding or hearing for opposing alleged unlawful discriminatory practices prohibited by state and federal laws.
2. An employee, applicant, volunteer, temporary employee, Independent Contractor, or intern may also file a complaint with the Florida Commission on Human Relations (FCHR), 2009 Apalachee Pkwy., Suite 100, Tallahassee, FL 32301 or by calling (850) 488-7082 within 365 days of the allegation, or with the Department of Children & Families Office of Civil Rights at 1317 Winewood Blvd., Tallahassee, FL 32399-0700 within 365 days of the alleged violation. Complaints can also be filed with the United States Equal Employment Opportunity Commission (EEOC) at, One Biscayne Tower, 2 South Biscayne Blvd Suite 2700, Miami FL 33131 or by calling (800) 669-4000 within 300 days of the alleged violation.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer
CBC of Brevard, Inc.

APPROVAL DATE: 7/9/09