

## **EQUAL OPPORTUNITY POLICY**

### **I. GENERAL POLICY**

Oak Hill assures equal opportunity and public access in all its policies regarding employment and provision of services.

Oak Hill will not discriminate in its programs or employment practices on the basis of: race; color; creed; religion; ancestry; national origin; age; disability; sex; marital status; present or past history of mental disability; mental retardation; learning disability or physical disability, including but not limited to blindness; genetic information, sexual preferences, civil union status or political or union affiliation.

Oak Hill will make all its personnel aware that it is the responsibility of each member of management, from the head of the organization to front line supervisor, to give the nondiscrimination policy announced herein full support through inspirational leadership and personal example. Oak Hill will inform all employees that it is their personal duty to help create an environment which is conducive to non-discrimination and equal opportunity.

Oak Hill believes that special measures and extraordinary effort are required to prevent discrimination and eliminate it within the organization. It pledges itself to a determined and sustained effort in support of this belief.

Oak Hill encourages initiative and personal leadership by individuals as the best means to ensure success of this Policy and wants to meet this challenge in a positive and constructive spirit. Violations of this Policy will be met with appropriate action.

### **II. NON-DISCRIMINATION IN SERVICE PROVISION**

Oak Hill, in furnishing any aid, benefit or service, may not unlawfully discriminate against any person covered by this policy.

1. Oak Hill will not:

- Deny any qualified individual the opportunity to participate in, or benefit from, an aid, benefit or service;
- Otherwise limit a qualified individual in the enjoyment of any right, privilege, advantage or opportunity enjoyed by others receiving the aid or benefit.

2. Oak Hill shall, with respect to a qualified individual with a disability or a class of individuals with disabilities (Oak Hill considers a person with a disability who, with or without reasonable modifications to rules, policies, practices, or

the removal of architectural, communication or transportation barriers, meets essential eligibility requirements for receipt of services or program participation to be a qualified individual.):

- Provide an opportunity to participate in or benefit from an aid, benefit or service that is equal to that provided to others;
- Provide an aid, benefit or service that is as effective in affording equal opportunity to obtain the same result, to gain the same benefit or to reach the same level of achievement as provided to others;
- Provide the same opportunity to participate as a member of planning or advisory boards as is provided to other qualified individuals;
- Make such reasonable modification in policies, practices and procedures as are necessary to avoid discrimination on the basis of disability.

3. Additionally, Oak Hill shall:

- Assure that programs and activities, when viewed in their entirety, are readily accessible to, and usable by, individuals with disabilities;
- Assure that any new facilities constructed after January 26, 1992, are readily accessible to, and usable by, individuals with disabilities in accordance with the Uniform Federal Access Standards, or the Federal ADA accessibility guidelines, or other guidelines that provide equivalent or better access;
- Take appropriate steps to insure that communications with individuals with disabilities are as effective as communications with others and shall furnish all appropriate auxiliary aids and services as are necessary to ensure equal opportunity.

4. Oak Hill will not provide a qualified individual with a disability, or a class of individuals with disabilities, different or separate aids, benefits or services than are provided to others unless such action is necessary to provide those individuals with aids, benefits or services as effective as those provided to others.

5. Oak Hill will establish legally adequate grievance procedures for complaints of discrimination or a lack of equal opportunity in service provision. As part of its duties under that policy, Oak Hill will:

- Inform all clients that any complaints of discrimination or a lack of equal opportunity in service provision should be reported.

### **III. EMPLOYMENT POLICIES AND PROCEDURES**

Oak Hill has assigned overall responsibility of ensuring Equal Opportunity and Non-Discrimination in employment policies and practices to an Equal Employment Opportunity Officer, a highly placed member of the staff of Oak Hill who has full authority to implement the Employment portion of this policy.

Oak Hill's EEO Officer will be involved in all personnel decisions. Oak Hill will compile records of such personnel decisions. Such records shall include the rationale for hiring, transferring, promoting, training, demoting, and dismissing specific individuals over others.

Oak Hill will adhere to basic EEO concepts for employment policies and practices. Specifically, all employment policies, practices and procedures including recruitment, hiring, transfer, promotion, compensation, training, layoff, termination and recall must comply with the spirit and the letter of all applicable federal and state law. This includes procedures for outreach recruitment, record-keeping and any training and self-evaluation plans that may be required by such laws.

Oak Hill will review its entire employment system to identify barriers to equal advancement opportunities for all persons and initiate remedial action when needed. Such remedial action may include taking steps to comply with federal guidelines governing the purchase and lease of electronic office equipment usable by, or adaptable to the needs of, persons with disabilities.

Oak Hill will consider Equal Opportunity guidelines when promoting or assigning staff to different positions. Equal Opportunity guidelines will be considered before positions are filled externally.

Oak Hill will consider all qualified applicants for all job categories and:

1. Give written notice of this policy to its recruiting sources, including schools, colleges, employment offices, and Oak Hill will urge them to refer qualified persons covered by this Policy;
2. Ask all unions representing its employees to refer qualified persons covered by this Policy;
3. Request appropriate organizations to assist in making known the Provider's policy and advise such groups of available employment opportunities.

When the need for skilled applicants arises at Oak Hill, plans to recruit at educational institutions, institutions having large enrollments of women, minorities or people with disabilities will be included in the recruiting schedule.

Position vacancy notices will be posted for a minimum of five (5) working days. When appropriate, media advertising will be utilized, which includes the use of minority media. Each position vacancy notice will include the statement: "EQUAL OPPORTUNITY EMPLOYER".

Oak Hill will monitor placement, promotion and transfer activities at all levels to assure that full consideration, as required by policy, has been given to all qualified persons.

Oak Hill will regularly review all training and educational programs to which Oak Hill gives support and sponsorship to assure that all employees are given equal opportunity to participate.

Oak Hill will ensure that all training programs are accessible to protected class members.

Oak Hill will take appropriate steps to give active encouragement to all employees to increase their skills and job potential through participation in available training and educational programs.

Oak Hill will take steps to ensure that there will be no disparity in:

1. The rates of compensation received by employees for performing equivalent duties;
2. Opportunities for performing overtime work, or;
3. Opportunities to otherwise earn increased compensation.

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