



Approved: [Signature]
Revised: _____
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General Operations Manual Administration and Management

Human Resources Equal Employment Opportunity

Equal Employment Opportunity

Policy:

It is the policy of The Children's Place Association to provide equal opportunity in employment to all employees and applicants for employment. All employment decisions are made without regard to race, color, religion, gender, sexual orientation, age, national origin, veterans or military discharge status, ancestry, physical or mental disability or any other illegal basis.

The agency is committed to ensuring that all employment actions including application, hiring, promotion, compensation, benefits, transfers, layoffs, terminations, training, tuition assistance, and social and recreational programs are administered without regard to any legally protected status.

The agency understands that attracting, hiring, promoting, and retaining qualified staff of diverse backgrounds provides significant benefits to the organization, clients, the employee population and to the community at large. This agency policy requires positive action to ensure equality of opportunity in all aspects of employment.

Procedures:

1. Human Resources is responsible for administering the agency's equal employment opportunity program including formulating, implementing, coordinating and monitoring all efforts in the area of equal employment opportunity.
2. Specific duties related to the equal employment opportunity program include
 - a. Posting equal employment opportunity statements at agency

- facilities and in agency employment and recruitment materials.
 - b. Developing recruitment, performance evaluation, and training techniques which comply with the equal employment policies of the agency.
 - c. Complying with various statutory recordkeeping and notice requirements.
 - d. Assisting management in arriving at solutions to specific employment issues as they relate to equal employment opportunity practices.
 3. Human Resources is also responsible for periodic analyses with regard to agency hiring practices, wages and salaries, benefits, seniority, promotions, training opportunities and terminations to determine if there are differences based on any legally protected status. Any such differences not related to education, experience, effort, responsibility, merit or length of service will be investigated.

Compliance:

1. COA
 - a. HR 2
 - b. HR 3
2. AFC
3. HOPWA
4. DCFS
5. CDPH