

Procedure No. 4-10-6
Replaces Procedure No. 4-10-6

Revised: 09-25-23
Issued: 11-01-93

SUBJECT: Equal Opportunity Employment (EEO)

PURPOSE: To carry out the mandate of the Office Of Human Resources Policy No. 4. The organization demonstrates its commitment to non-discrimination in its employment practice.

All employees and candidates for jobs are guaranteed equality of employment opportunity. Woodhaven will not discriminate against any employee or candidate on the basis of race, color, creed, sex, national origin, ancestry, marital status, age, disability, affectional or sexual orientation, or Veteran status.

All recruitment, selection, placement, training, and lay-off decisions made by the organization’s supervisors or managers will be based solely on candidates’ job-related qualifications and abilities. In some cases, seniority may be treated as a factor to be considered in the selection process.

All employees who apply for a promotion or transfer will be given equal consideration. Assuming that an opening exists, the qualifications of a candidate for a promotion or transfer will be assessed solely on the basis of the individual’s ability, merit (as demonstrated by the applicant’s performance record), and seniority where applicable.

All other personnel policies and practices of the organization, including compensation, benefits, discipline and safety and health programs as well as social and recreational activities, will be administered and conducted equally for all applicants or employees.

The organization has established special programs to recruit, hire and encourage the advancement of qualified minority group members.

The organization will take all necessary steps to ensure that each employee’s work environment is free of unlawful discrimination or harassment (including sexual harassment).

The organization will continually review its personnel practices and procedures to ensure that all supervisors and managers adhere to the organization’s commitment to EEO principles.

Employees who have EEO-related questions, problems or complaints should first communicate their concerns to their immediate supervisor. If they are dissatisfied with the supervisor’s handling of the matter, or feel they cannot discuss the issue with their immediate supervisor, they should communicate with the organization’s Human Resources Department. The employee may pursue the complaint by using the organization’s formal grievance procedure (number 4-10-2).

Further references:

1. Affirmative Action Plan – Procedure No. 4-10-3
2. Sexual Harassment – Procedure No. 4-10-7
3. Cultural Diversity Statement and Plan – Procedure No. 4-10-17

Approved by: _____
Human Resources Manager

Date: _____