



# Policy and Procedure

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Subject: **EQUAL EMPLOYMENT OPPORTUNITY**

Policy Section: Agency-Wide

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Approved by: \_\_\_\_\_  
President and CEO

Effective/Revision Dates: 06/2020

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## POLICY

Lutheran Social Services of Central Ohio is committed to being an equal opportunity employer. As such, it is the policy of the Agency to prohibit any discrimination or harassment of any kind and to afford equal opportunities to employees and applicants without regard or consideration of race, color, religion, sex, national origin, age, disability or handicap, veteran status, familial status, ancestry, genetic information or any other characteristic protected by local, state, or federal law.

This policy of equal employment opportunity and non-discrimination applies to all aspects of the employment relationship between the Agency and its applicants and employees including but not limited to:

- Recruitment
- Hiring
- Training
- Transfer
- Promotion
- Demotion
- Pay
- Working Conditions
- Benefits
- Lay-off
- Termination

The policies and principles of equal employment opportunity also apply to the selection and treatment of independent contractors, persons working at any of our Agency facilities who are employed by temporary agencies, and any other person or firm doing business for or with the Agency.

Any applicants, employees, independent contractors, or persons employed through a temporary agency who believes they have not been afforded equal treatment in accordance with this Policy must contact the Human Resources Department. All complaints of unequal treatment will be promptly investigated, and corrective action taken where required. Other persons or firms doing business with the Agency who believe they have not been afforded equal opportunity should contact the executive responsible for the applicable work.