

## **WOMEN'S CENTER-YOUTH & FAMILY SERVICES**

### **Equal Employment Opportunity Policy**

Women's Center-Youth & Family Services is committed to the principles of non-discrimination and equal opportunity in employment and in the delivery of services.

#### **EMPLOYMENT**

WCYFS is an equal opportunity employer and hires and promotes employees regardless of race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law. WCYFS strives to be culturally competent, responding respectfully and effectively to people of all cultures, classes, races, ethnic backgrounds and religions in a manner that recognizes, affirms and values the cultural differences and similarities and the worth of individuals, families, and communities and protects and preserves the dignity of each person.

#### **DELIVERY OF SERVICES**

Women's Center-Youth & Family Services will not discriminate in the delivery of services or benefits based on the above identified bases.

#### **PROCEDURES**

Women's Center-Youth & Family Services will promote equal opportunity through a continual and progressive Equal Employment Opportunity Program (EEO). The objective of the program is to ensure nondiscrimination in all areas of employment (e.g., recruitment, hiring, promotions, and training), and in the delivery of services and benefits. Please direct all inquiries regarding the application of Federal and State employment law to the Director of Administration.

If an individual becomes aware of a complaint alleging discrimination involving the employees, clients, volunteers or contractors, the staff must immediately notify the Director of Administration. The Director of Administration will follow-up with the complainant to determine the next appropriate step.

To achieve the goals of Women's Center-Youth & Family Services EEO Program, it is necessary that all members of the organization understand the importance of the program and their responsibility to contribute toward its achievement. The concepts of equal opportunity and nondiscrimination are based on the idea that all people will be treated fairly and equitably.

Women's Center-Youth & Family Services will disseminate this policy to all staff annually.

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Chief Executive Officer