

Crisis Center for South Suburbia
Personnel Policies and Procedures

Policy Title: CIVIL RIGHTS COMPLIANCE

Policy Number: HR 1.02

Date: February 6, 2017; Revised June 7, 2018, Revised October 17, 2022

Date Approved: February 2017

Purpose: To prohibit illegal discrimination in employment actions.

Policy: The recruitment, employment, transfer and promotion policies of the Agency shall be free of discrimination based on race, color, religion, sex, sexual harassment, national origin, ancestry, age (40 years and older), order of protection status, marital status, disability, military status, sexual orientation (including gender-related identity), unfavorable discharge from military service, arrest record, citizenship status, or pregnancy (including childbirth or related medical conditions).

The Agency does not discriminate in employment, in admissions to programs or treatment of employees in programs or activities in compliance with State and Federal funding requirements; Equal Employment Opportunity laws; Equal Pay Act, Pregnancy Amendment to Title VII of the Civil Rights Act; the Illinois Human Rights Act; the U.S. Civil Rights Act; Section 504 of the Rehabilitation Act; the Americans with Disabilities Act; the Age Discrimination Act; the Age Discrimination in Employment Act; and the U.S. and Illinois Constitutions.

Applicants for employment and Agency employees who feel they have been denied employment or promotion or other employee benefits due to their race, color, religion, sex, sexual harassment, national origin, ancestry, age (40 years and older), order of protection status, marital status, disability, military status, sexual orientation (including gender-related identity), unfavorable discharge from military service, arrest record, citizenship status, or pregnancy (including childbirth or related medical conditions) will be notified that they may inquire about applicable laws or the possibility of filing a complaint of discrimination by discussing the concern with the Agency's Executive Director.

The Agency's EMPLOYEE GRIEVANCE PROCEDURES will be followed prior to filing a complaint outside the Agency when feasible.

If an Agency practice is identified as being discriminatory, the Human Resource and Executive Director will develop an appropriate action plan to remedy and/or correct the practice.

The Crisis Center for South Suburbia will voluntarily take the actions needed to overcome the effects of conditions that resulted in:

- a. limited participation in any program or activity; and/or
- b. discrimination in any employment practice

A response appropriate to the condition will begin as soon as the situation is identified, under the direction of the Executive Director.