

## Equal Employment Opportunity

NEWS believes that all persons are entitled to equal opportunity and that personnel or management decisions should be based on merit, qualifications, and the legitimate needs of the agency, and that the best qualified applicant or employee should be selected. The agency does not discriminate against its employees or applicants because of race, color, religion, sex, pregnancy, national origin, ancestry, marital status, mental or physical disability (including HIV and AIDS), affiliation, medical condition (including cancer or genetic characteristics), sexual orientation, age, citizenship or any other classification protected by local, state, or federal law. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, training, promotion, compensation, discipline, and termination or any other personal action. All such discrimination is unlawful.

Accordingly, NEWS promotes equal opportunity employment in all its operations. Every supervisor and manager is aware of this policy, and it is each of their jobs to ensure that this policy is maintained in the workplace. Furthermore, NEWS makes this policy known to each prospective employee through advertisement of job positions available and by posting on bulletin boards information concerning the employee's rights under the 1964 Civil Rights Act and other pertinent laws and regulations. We are proud of our commitment to equal employment.

NEWS is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of NEWS and prohibits unlawful discrimination by any employee of NEWS including supervisors and co-workers.

NEWS will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified applicant for employment or employee, unless undue hardship would result. Any applicant or employee who requires accommodation in order to perform the essential functions of a job should contact the **Executive Director**. The applicant or employee should advise NEWS what accommodations he or she believes are needed in order to perform the job. The Executive Director will determine possible accommodations, if any.

If you believe that you have been subjected to any form of unlawful discrimination, report the facts of the incident or incidents, names of individuals involved, and the names of any witnesses to your **supervisor or the Executive Director**. She/he will promptly and thoroughly investigate all claims of discrimination and ensure that appropriate action will be taken. Any employee found to have engaged in any form of unlawful



discrimination will be subject to disciplinary action up to and including termination. NEWS will take action to remedy any loss suffered by an employee as a result of discrimination. NEWS will also take action to deter any future discrimination.

No action will be taken against any employee in any manner for reporting or opposing any form of unlawful discrimination or harassment.