

EQUAL EMPLOYMENT OPPORTUNITY POLICY

PURPOSE

To establish hiring practices and an employment environment that is free from discrimination and harassment and has mechanisms in place to report concerns relative to discrimination or harassment

SCOPE

This policy applies to all employees at all locations of LADD.

POLICY

LADD will maintain a policy of non-discrimination with employees and applicants for employment. No aspect of employment within the company will be influenced in any manner by race, color, religion, sex, sexual orientation, gender expression, age, national origin, genetics, veteran status, handicap, or any other basis prohibited by statute. It is the intent of LADD to adhere to all laws and regulations that apply to the organization and the purpose of this policy is to support the organization's goal of legal compliance while providing high quality services to the vulnerable people served.

PROCEDURE The application and hiring process is outlined in detail in the Recruiting, Application and Hiring Policy and is strictly adhered to. Please refer to that policy for further detail specific to the hire process in its entirety.

1. Every applicant will be given an opportunity to apply for a position at LADD by completing an application online at the website, or coming into the Human Resources Department to request assistance with applying on site. Each applicant receives an application packet that provides information regarding the position of a PCT and LADD. If the position being applied for is not a PCT then a job description that coincides with the position being applied for will be given to the applicant.
2. Applicants must review the LADD Mission, Vision and Values as well as the job description and job essentials prior to applying.
3. Each potential employee may undergo an interview. The interview may take place at the possible program locations or at a LADD office.
4. During the interview and hiring process, Human Resources/Management will make the hiring decision based on the person best matched and most qualified for the position. Questions will be confined to those that are job related.
5. As part of the interview process potential employees may be asked to participate in activities at the program as well as meet the people in need of services. The people needing services do provide feedback on potential employees.
6. The interview is designed to give the potential employee an opportunity to demonstrate or explain why they will be the candidate best suited for the position. This could include discussions relative to past employment experience, response to situational scenarios and information related to job performance. The people needing services may also ask questions.
7. UNDER MICHIGAN LAW, a person needing accommodations for employment must notify LADD in writing within 182 days after the need is known or reasonably should have been known. However, this does not waive the individual's right under Title I of the Americans with Disabilities Act of 1990, as amended, which imposes no time limit and does not require accommodation request to be in writing. Failure to notify LADD may result in a loss of employee's rights. LADD will make efforts to provide accommodations that are reasonable and do not deviate from or cause harm to the people receiving supports and do not impair the ability of LADD to conduct its

business. Should an employee have any questions or concerns regarding their rights, they must contact the Corporate Compliance Officer immediately.

8. If an employee is a person with a covered disability as defined by law, then LADD will make every effort to accommodate the disability. The request for accommodation must be made to the Corporate Compliance Officer. If an employee, feels that they have been discriminated against they need to report it to the Corporate Compliance Officer for investigation and review by the Board of Directors.
9. Employees of LADD are provided access to policies, procedures and an Employee Handbook/Code of Conduct that contains standards and conduct for employment including; General Rules, Corporate Compliance and Ethics as well as other policies and procedures related to their job and employment.
10. If at any time an employee or applicant has a question or concern they should contact the Human Resources Department at any time. The Corporate Compliance Officer is also available to all employees and potential candidates as well.

