

# Equal Employment Opportunity



<b>Policy Number:</b> 02.001	<b>Responsible Office:</b> Human Resources	<b>Governing Body:</b> College Council	<b>Last Review Date:</b> 5/7/2022
<b>Scope:</b> This policy applies to all employees, job candidates, contractors, stakeholders, partners and visitors. Equal opportunity is for everyone, but it mainly concerns members of underrepresented groups – they're the ones who are traditionally disadvantaged in the workplace.			

## I. Introduction

- A. Antioch College is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, sex (including pregnancy), sexual orientation, gender identity, alienage or national origin, ancestry, genetic information (including family medical history), citizenship status, age, disability or handicap, marital status, veteran status, arrest record, or any other characteristic protected by applicable federal, state or local laws.
- B. Antioch College is dedicated to this policy, with focused attention to the College's recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, of employees, as well as employee activities and general treatment during employment.

## II. Accommodation

- A. The College will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of the College's business. If an employee needs assistance to perform their job duties because of a physical or mental condition, you're the employee should reach out to the Office of Human Resources.
- B. The College will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the College's operations. If an employee wishes to request such an accommodation, please contact the Office of Human Resources.

## III. Reporting

Employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the employee's supervisor. Employees may also contact the Office of Human Resources.

**Note:** If the employee's supervisor is the person toward whom the concern is directed, the employee should contact any higher level manager in their reporting chain. Employees may also contact the Office of Human Resources if they are uncomfortable for any reason using the above procedure. The College will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure the College's workplace is free of artificial barriers, violation of this policy will lead to discipline, up to and including discharge. All employees must cooperate with all investigations.