

NON-DISCRIMINATION POLICIES

Equal Employment Opportunity Policy

CCCG believes that equal opportunity for all staff members is important for the continuing success of our organization. We strive for a staff that reflects the diversity of our community. In accordance with state and federal laws, employees of CCCG will not discriminate against a staff member or applicant for employment because of race, disability, color, creed, religion, gender, sexual orientation, age, national origin, ancestry, citizenship, marital or veteran status, or non-job-related factors in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay, or other forms of compensation. Opportunity is provided to all staff members based on qualifications and job requirements.

Americans with Disabilities Policy

CCCG welcomes applications and does not in any way discriminate against people with disabilities. CCCG complies with the Americans with Disabilities Act of 1990 by: Considering all applicants with disabilities for employment using the same criteria that are used for the employment of persons without disabilities, Considering staff persons with disabilities for promotion using the same criteria that are used for the promotion of staff persons without disabilities, Taking steps to make its facilities barrier-free and accessible according to appropriate federal and state statutes, Making scheduling and other adjustments to reasonably accommodate staff members with disabilities, Educating staff persons to the fact that employees with disabilities should not be discriminated against, Posting notices explaining the provisions of such laws and staff rights under the laws

Sexual and Anti-Harassment Policy

CCCG has adopted a “zero tolerance” policy towards unlawful harassment and is committed to providing a fair and inclusive workplace. Harassment is not limited to sexual harassment, but includes harassment based on race, disability, color, creed, religion, gender, sexual orientation, age, national origin, ancestry, citizenship, marital or veteran status, or non-job-related factors or any other basis prohibited by law. CCCG will not tolerate harassment of employees by managers, supervisors, or co-workers, including harassment of non-employees with whom CCCG employees have a business, service, or professional relationship. Please note that incidents of offensive behavior are not limited to the workplace or business hours. All CCCG managers and are responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. All staff members are responsible for respecting the rights of their co-workers.

What Constitutes Harassment?

Unwelcome sexual advances

Requests for sexual acts or favors

Insulting or degrading sexual *or other* remarks or conduct, directed against another person: threats, demands, or suggestions that a staff person’s work is contingent of toleration or acquiescence to sexual advances

Retaliation against staff members for complaining about such behaviors

Any other unwelcome statements or actions based on race, disability, color, creed, religion, gender, sexual orientation, age, national origin, ancestry, citizenship, marital or veteran status, or non-job-related factors that are sufficiently severe or pervasive, so as to unreasonably interfere with an individual’s work performance or create an intimidating, hostile, or offensive working environment

Any other conduct or behavior deemed inappropriate by CCCG

Reporting: If an employee experiences job-related harassment based on race, disability, color, creed, religion, gender, sexual orientation, age, national origin, ancestry, citizenship, marital or veteran status, or non-job-related factors, or believes that they have been treated in an unlawful, discriminatory manner, he or she should promptly report the incident to his or her Supervisor, the Chief Financial Officer/Chief Operating Officer (CFO/COO), or the Executive Director, directly. This is one instance when reporting may circumvent the chain of command as deemed necessary. All instances of alleged harassment should be reported, including those which occur outside of the facility, during off hours, or where the alleged offender is a non-employee.

Investigation: The Executive Director is responsible for seeing to the investigation of a complaint of harassment. Investigations may be conducted by the Executive Director directly or by someone under his or her supervision.

Privacy: CCCG is committed to protecting the privacy of all individuals involved in a harassment investigation. Complaints are kept confidential to the maximum extent possible. CCCG prohibits any form of retaliation against any employee who files a bona fide complaint or participates in a complaint investigation.

Disciplinary Action: If CCCG determines that an employee has harassed another individual, appropriate discipline will be imposed, ranging from verbal or written warnings, up to and including immediate dismissal, depending upon the circumstances. However, if CCCG determines that a complaint was not bona fide, was not made in good faith, or that false information was provided regarding the complaint, disciplinary action may be taken against the person who gave the false information or filed the complaint.

AIDS/ HIV

AIDS, or acquired immune deficiency syndrome, is a disease caused by a virus that does not survive well outside the human body. Research has shown that AIDS is a very difficult disease to catch because it is not spread by casual contact. Since it was first identified in the United States in 1981, medical scientists have ascertained that AIDS is transmitted most often in two ways: (1) through sexual contact, or (2) through sharing contaminated intravenous needles. Infected mothers also can pass AIDS to their unborn babies. There is very little risk of catching AIDS from a coworker or client in the normal course of business relations.

Therefore, CCCG will not discriminate against people who have AIDS or those with the human immunodeficiency virus (HIV) that usually leads to AIDS. Staff members and persons served by CCCG may not legally be denied access to services or terminated from their jobs because of their AIDS condition. CCCG also strives to provide a caring, supportive environment for staff members or persons it serves with AIDS.

Reasonable Accommodation

When a prospective or current staff member has a physical or mental disability that requires changes to the job, in order that he or she may perform the essential functions of the job effectively, he or she should report the need to their supervisor, and/or the CFO/COO or the Executive Director immediately. CCCG is committed to prompt response, but may ask for medical documentation and may have final say as to the type of accommodation, in accordance with federal, state and local guidelines. Both the request and the method of accommodation are strictly private and confidential and will not be shared with the general staff, to the extent possible.