

Non-Discrimination / EEO / ADA	Approved: 9/24/2020
Revised 7.1.2020	Amended:
Previous Versions 3.27.2003; 4.8.2019	

POLICY:

YES to YOUTH – Montgomery County Youth Services (YES to YOUTH – MCYS) is an equal opportunity employer and agency. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. It is the policy of YES to YOUTH - MCYS that services will be offered to the community and all employment-related decisions made with respect to staff, volunteer and Board positions without regard to an individual’s sex (including pregnancy), race, national origin, ethnicity, color, creed, religion, age (40 or older), physical or mental disability, sexual orientation, protected veteran status, genetic information, or any other legally protected characteristic.

The policy of non-discrimination and equal employment opportunity (EEO) applies to all aspects of the relationship between YES to YOUTH – MCYS and its employees, including, without limitation:

- Recruitment
- Employment selection, discipline and termination
- Job assignment
- Transfer
- Promotion
- Training
- Working conditions
- Wages and salary administration
- Employee benefits
- Application of policies

The policies and principles of EEO also apply to the selection and treatment of volunteers, independent contractors, and personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with YES to YOUTH – MCYS.

PROCEDURE:

1. In order to provide equal employment opportunities to all individuals, employment decisions at YES to YOUTH - MCYS will be based on merit, qualifications, and abilities. YES to YOUTH - MCYS does not discriminate in employment opportunities or practices on the basis of sex (including pregnancy), race, national origin, ethnicity, color, creed, religion, age (40 or older), physical or mental disability, sexual orientation, protected veteran status, genetic information, or any other legally protected characteristic.
2. In compliance with the Americans with Disabilities Act (ADA) and the ADA Amendments Act, YES to YOUTH - MCYS will make reasonable accommodations for otherwise qualified individuals with known disabilities unless doing so would result in an undue hardship for YES to YOUTH - MCYS. The Program Director is available to assist with submitting a request for reasonable accommodation to perform the essential functions of a position.
3. Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Human Resources Director, their immediate supervisor or Program Director, or the CEO. Employees can raise concerns and make reports without fear of reprisal. YES to YOUTH - MCYS will promptly, thoroughly and fairly investigate every EEO issue that is brought to

its attention. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

4. YES to YOUTH – MCYS forbids retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, harassment or retaliation, or assists, testifies or participates in any EEO agency proceeding.