

Sample Equal Opportunity Policy

_____ (agency name), is in compliance with the equal opportunity policy and standards of all applicable local, State and Federal statutes and regulations relating to nondiscrimination in employment and service delivery based on **protected status**.

Protected status includes age, race, color, disability, association with a person with a disability, gender, creed or religious conviction, national origin and ancestry, physical condition, arrest or conviction record, sexual orientation, marital status, source of income, physical appearance, political beliefs, familial status, student status (as defined in MGO 39.03) or military participation.

No otherwise qualified person shall be excluded from employment, be denied the benefits of employment or otherwise be subject to discrimination in employment in any manner on the basis of a protected status. All employees are expected to support our goals and programmatic activities relating to nondiscrimination in employment.

No otherwise qualified applicant for services or service recipient shall be excluded from participation, be denied benefits, or otherwise be subject to discrimination in any manner on the basis of a protected status. This policy covers eligibility for and access to service delivery in all of our programs contracted and services provided directly.

_____ (agency name), insures that no otherwise qualified person, based on protected status, shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program, service or activity which we provide. This includes, but is not limited to, program eligibility, treatment by staff, communication of program information, access to facilities and/or program and activities, assignment of program participants to staff within a program, outreach, intake and admissions, assignment to facilities or referrals to other services, assessment/ evaluations, disciplinary actions and terminations from programs.

To assist us in complying with all applicable equal opportunity rules, regulations and guidelines, we have appointed _____ (name), _____ (title), Equal Opportunity Coordinator.

You are encouraged to discuss any perceived discrimination problems in employment or service delivery with this employee. _____ (name) may be reached on Monday through Friday from 9:00 a.m. to 4:00 p.m. at _____ (phone). Information about our discrimination complaint process is available to you upon request.

If you need an accommodation relating to a disability in order to access any program or service offered by our agency, please contact _____ (name) at _____ (phone) with at least three business days notice.