

## Equal Employment Opportunity Policy

Employment decisions by the YWCA of Olympia will be based on merit, qualifications, and abilities - without regard to an applicant's or employee's race, color, religion, creed, sex, national origin, citizenship, age, disability, marital status, familial status, sexual orientation, military or veteran status or any other characteristic protected by law.

This policy applies to all terms, conditions, and privileges of employment including hiring, training and development, promotion, transfer, compensation, benefits, termination, and retirement.

The YWCA will endeavor, upon request, to make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability unless doing so would result in an undue hardship on the YWCA. This policy governs all aspects of employment, including but not limited to recruiting, advertising, hiring, job assignment, promotion, compensation, discipline, termination, and access to benefits and training.

In addition, the YWCA, upon request, will provide an accommodation based upon an individual's religious beliefs or practices, unless to do so would impose an undue hardship. The Executive Director will review accommodations and make the determination.

Any employee with questions or concerns should bring these issues to the attention of her/his supervisor. The virtual and physical doors are always open and the Executive Director wants to hear your concerns. Any individual, at any time, even after separation of employment, who feels this policy has been violated, should immediately contact her/his supervisor. Employees can raise concerns, request accommodations, and make reports without fear of reprisal. Anyone found to be engaging in any violation of this policy will be subject to disciplinary action, up to and including termination of employment.

Questions: Please contact the YWCA of Olympia Executive Director