



EQUAL EMPLOYMENT OPPORTUNITY/NON-DISCRIMINATION

The School assures equal employment opportunity in all its employment policies and practices. These policies and practices are administered without regard to race, color, national origin, ancestry, age, gender, political affiliation, veteran status, service membership, sexual orientation or mental or physical disabilities not affecting one's ability to perform the essential functions of one's job or any other category protected by law. There are certain positions at the School for which it is necessary to be Catholic, and some positions for which preference in hiring shall be given to people who are Catholic and who evidence an understanding of the Catholic faith and a commitment to living that faith. Such preference is allowed under state and federal law, and does not constitute an illegal act of discrimination. The School also reserves the right to consider an applicant's or a faculty member's commitment to the School's acknowledged purpose of providing a Catholic, Lasallian education for its students.

The School is committed to complying with all applicable laws providing equal employment opportunities and a workplace free from discrimination. This commitment applies to **all** persons involved in the operations of the School and prohibits discrimination on the basis of any protected category towards any School employee by any other School employee, including supervisors and co-workers. In addition, the School will make every effort within its control to ensure that its employees are not discriminated against by non-employees, including persons with whom the School does business.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with disabilities, the School will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship would result. If you require an accommodation in order to perform the essential functions of your job, contact your supervisor to request such an accommodation. With your assistance, the School will identify the barriers that make it difficult for you to have an equal opportunity to perform your job and will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the School will make the accommodation.

If you believe you have been subjected to any form of discrimination in violation of this policy, you should promptly provide a complaint, preferably in writing, to the Human Resources Manager. The complaint should be specific and should include the names of the individuals involved and the names of any witnesses. The School will review and investigate such allegations promptly and thoroughly, and will endeavor to ensure confidentiality. If the School determines that discrimination in violation of this policy has occurred, remedial action will be taken appropriate to the circumstances. Substantiated acts

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of discrimination will result in disciplinary action, up to and including termination. Appropriate action will also be taken to deter future discrimination. The employee who brought the complaint will be given appropriate information concerning the resolution of the matter.

The School will not retaliate against any employee for filing a complaint and will not knowingly permit retaliation by any employee of the School. Employees or applicants are protected from coercion, intimidation, interference or discrimination for having filed a complaint with any state or federal agency or having assisted with a legitimate investigation by such agencies, and are also protected from retaliation or other adverse employment action for having made a legitimate internal complaint of discrimination. Threats or insinuations of retaliation, either explicit or implicit, for reporting discrimination or aiding in the investigation of alleged discrimination, are violations of this policy and applicable laws, and are prohibited. The Human Resources Manager should be contacted if an employee has any questions concerning this policy.

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