

Name	Equal Employment Opportunity Plan
Applicable to	AHVS Employees Interns Volunteers Independent Contractors AHVS Applicants
Location	
Effective Date	9/13/2024
Date(s) of Revision	
Legal/Other References	

Policy: Affirming Heart Victim Services (AHVS) is committed to promoting equal employment opportunities and maintaining a workplace that embraces diversity, inclusion, and fairness. AHVS prohibits discrimination or harassment in all employment practices, including recruitment, hiring, promotions, job assignments, compensation, training, and termination, based on race, color, national origin, religion, sex, age, disability, genetic information, marital status, sexual orientation, gender identity, or any other protected characteristic as defined by law.

The goal of the EEOP is to ensure that all employees and applicants are treated fairly and equitably, and that AHVS complies with all applicable federal, state, and local laws regarding equal employment opportunities.

Purpose

The purpose of this policy is to provide guidelines to ensure that AHVS:

- Fosters an inclusive work environment that is free from discrimination.
- Promotes equal opportunity for all employees and applicants.
- Meets federal, state, and local legal requirements related to employment practices.
- Creates mechanisms for addressing violations of this policy.

Procedure:

1. Recruitment and Hiring:
 - Job Postings: AHVS will post job vacancies in places that reach a diverse pool of candidates and ensure that job advertisements contain language that encourages applications from individuals of all backgrounds.
 - Application Process: All applicants will have equal access to employment opportunities. Applications will be reviewed based solely on qualifications, skills, and experience required for the position.
 - Interview Process: Interview panels will consist of trained staff to ensure that questions focus on job-related competencies. No inquiries regarding personal characteristics or protected attributes will be permitted.
 - Selection Process: Hiring decisions will be based on the applicant's qualifications, ability to perform the job, and adherence to AHVS values.
2. Training and Development:

- Ongoing Training: AHVS will provide ongoing training for all staff, including managers and supervisors, on topics such as diversity, inclusion, preventing discrimination and harassment, and equal employment practices.
- Professional Development: Employees will have equal access to training programs, professional development opportunities, and promotional opportunities based on merit, performance, and organizational needs.
- 3. Equal Pay and Benefits:
 - Compensation Practices: AHVS will ensure fair and equitable pay based on job responsibilities, experience, and qualifications. Compensation decisions will not be influenced by gender, race, or any other protected characteristic.
 - Benefits: All employees will have equal access to AHVS-provided benefits without discrimination.
- 4. Promotion and Advancement:
 - Promotion Process: AHVS will provide opportunities for advancement based on an employee's skills, experience, and performance. Promotion criteria will be consistent, objective, and applied fairly.
- 5. Workplace Harassment and Discrimination:
 - Zero Tolerance Policy: AHVS will not tolerate harassment or discrimination in any form. Any employee who engages in discriminatory or harassing behavior will be subject to disciplinary action, up to and including termination.
 - Complaint Procedure: Any employee who believes they have been subject to discrimination or harassment may file a complaint through the established grievance procedure (see Section 7 below).
 - Investigations: All complaints will be promptly investigated by AHVS leadership or an appointed investigator. Findings will be addressed promptly and thoroughly, and appropriate corrective action will be taken.
- 6. Reasonable Accommodations:
 - Disability Accommodations: AHVS is committed to providing reasonable accommodations for employees with disabilities or religious beliefs that conflict with work requirements, in accordance with the Americans with Disabilities Act (ADA) and other applicable laws.
 - Interactive Process: Employees in need of accommodations should notify their supervisor or HR. An interactive process will begin to assess reasonable accommodations without imposing undue hardship on the organization.
- 7. Grievance Procedure for EEOP Violations:
 - Reporting a Complaint: Any employee or applicant who feels they have been discriminated against, harassed, or retaliated against may submit a grievance in writing to the AHVS Human Resources department or their supervisor.
 - Timeliness of Complaints: Complaints should be submitted within 30 days of the alleged incident. The HR department will acknowledge receipt of the complaint within 5 business days.
 - Investigation Process: An impartial investigation will be conducted, which may include interviews with involved parties, document reviews, and gathering evidence. The investigation will be completed within 30 days, unless additional time is required.
 - Resolution: Upon conclusion of the investigation, a decision will be made, and any necessary corrective action will be implemented. Both the complainant and the accused will be informed of the findings.
 - No Retaliation: Retaliation against any employee or applicant who files a complaint or participates in an investigation is strictly prohibited.
- 8. Monitoring and Compliance:
 - EEO Data Collection: AHVS will collect and maintain demographic data on applicants and employees for compliance purposes and to assess the effectiveness of its EEOP efforts.
 - Annual Review: AHVS will review its employment policies, practices, and workforce demographics annually to ensure compliance with the EEOP and identify areas for improvement.
 - Audits: AHVS will conduct periodic internal audits to ensure that recruitment, hiring, promotion, and termination practices are free from discrimination.
- 9. Training for Leadership:
 - Leadership Training: All coordinators and managers will undergo regular training on the EEOP, ensuring they understand their role in maintaining a fair and inclusive workplace.