



## **Equal Employment Opportunity Policy**

Community Action Partnership of Ramsey & Washington Counties is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, sexual orientation, hair style, gender, gender identity, marital status, veteran status, pregnancy status, receipt of public assistance, genetic information, familial status, or any other characteristic protected by applicable federal, state or local laws. Our company is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

The Agency will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If an employee needs assistance to perform their job duties because of a physical or mental condition, the employee should email [humanresources@caprw.org](mailto:humanresources@caprw.org).

The Agency will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the Agency's operations. If an employee wishes to request such an accommodation, the employee should email [humanresources@caprw.com](mailto:humanresources@caprw.com) or contact the Director of Human Resources.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Director of Human Resources or any other member of the Human Resources team. The Agency will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels they have been subjected to any such retaliation, they should bring it to the attention of the Director of Human Resources or to another member of the Human Resources team. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including termination. All employees must cooperate with all investigations.