

## ST. ANDREWS PARISH PARKS & PLAYGROUND COMMISSION

### POLICY MANUAL

<b>Section:</b>	3	<b>Topic:</b>	Equal Employment Opportunity
<b>Policy Number:</b>	1		
<b>Page:</b>	1 of 2		

SAPPC is an equal opportunity employer. We are bound to a policy of nondiscrimination and equal employment opportunity because of our belief that adherence to the principle involved is the only acceptable way to conduct business.

SAPPC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

The only exception occurs when sex or age is a bona fide occupational qualification, or when required by the Family Independence Act of 1995. SAPPC participates by law in this Act, which was designed to aid welfare recipients in moving from welfare to work. In accordance with this Act, SAPPC targets Family Independence or food stamp recipients to fill ten percent of all positions requiring a high school diploma or less.

Equal employment opportunity means that SAPPC does not discriminate in recruiting, employment, job assignment, promotion, demotion, transfer, layoff, recall, termination, compensation, or training. SAPPC is committed to evaluating job applications and present employees solely on ability, experience and the requirements of the job. SAPPC follows strict adherence to federal, state and local laws on fair employment to include Title VII of the Civil Rights Act and the Americans with Disabilities Act.

Any teammate who feels he has been or is being discriminated against on the basis of any of the factors listed above should notify whoever he feels most comfortable in telling: the Executive Director or Human Resources Director. Should the complaint involve the Executive Director, the teammate may instead contact any member of the Commission. An investigation will immediately be conducted by the Human Resources Director (or the Executive Director, if the allegation involves the Human Resources Director). Any such investigation will be kept confidential to the extent practicable.

If discrimination is found to have occurred, the Executive Director will take immediate action to stop it, ranging from counseling to termination of employment. If the charge is definitely found to be false, he will bring disciplinary action against the reporting teammate for violating SAPPC's ethics policy. If insufficient evidence exists to warrant a definite conclusion, he will use his best judgment to ensure that the discrimination does not occur again. After the investigation, he will follow up with

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the reporting teammate to ensure that he no longer feels discriminated against.

There will be no retaliation against anyone for a good-faith report of discrimination, or for cooperating with an investigation of a report of discrimination.

SAPPC expressly prohibits any form of unlawful employment practices from any of our vendors. To this end, we reserve the right to request documentation to substantiate any compliance or non-compliance.

SAPPC conducts no genetic testing. SAPPC conducts no medical testing outside of for-cause, post-accident, and follow-up alcohol breath tests.

All recruiting efforts are conducted so as to hire the best qualified applicant for a particular position. The vast majority of job openings are posted to the local newspaper, local college job boards, internal postings, and the Job Service (exceptions may include internal substitute positions or temporary positions). Internal job applicants generally receive an interview for full time job openings, and their job performance with SAPPC is taken into consideration; however, they otherwise compete on an equal footing with external job applicants.

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