

If you need assistance in accessing this policy in another format, or know of an applicant or employee needing assistance, please contact Bay Area Older Adults, Inc at 408-774-0593.

BAY AREA OLDER ADULTS

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

Bay Area Older Adults, Inc. is committed to compliance with all applicable equal employment opportunity requirements under federal, state and local laws, or their implementing regulations. Our policies of equal employment opportunity apply whenever and wherever a Bay Area Older Adults, Inc. employee is performing a function of their job, including all locations, client worksites, and company-sponsored or client-sponsored business and social functions.

It is our policy to ensure equal employment opportunity and prohibit discrimination and harassment against any applicant, employee, vendor, contractor, customer, or client on the basis of race, color, creed, sex, religion, national origin, sexual orientation, genetic information, gender identity or expression, age, veteran status, disability, pregnancy, citizenship status, or any other characteristic protected under applicable federal, state, or local law. This policy extends to all terms and conditions of employment including recruitment, employment, promotion, upgrading, demotion, transfer, layoff, disciplinary action, termination, training, education, compensation and benefits, and recreational programs. All employment decisions are based only on valid job requirements.

Bay Area Older Adults, Inc. will commit the necessary time and resources to achieve the goals of equal employment opportunity. We will provide reasonable accommodation to the known physical or mental limitations of any otherwise qualified employee or applicant for employment, unless the accommodation would impose undue hardship on the operation of our business. If you need an accommodation, please contact the Chief Operating Officer.

Bay Area Older Adults, Inc. prohibits retaliation against any individual who has complained, in good faith, of harassing or discriminatory conduct or participated in an investigation into such complaints. Specifically, employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities: (1) filing a complaint; (2) assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity, including for protected veterans or individuals with disabilities; (3) opposing any unlawful act or practice under federal, state or local law and their implementing regulations requiring equal employment opportunity, including for protected veterans and individuals with disabilities; or (4) exercising any other right protected by federal, state or local laws, or their implementing regulations.

Bay Area Older Adults, Inc. will promptly and thoroughly investigate all complaints of harassment or discriminatory conduct, and, if a violation of this policy is found, will take immediate and appropriate corrective action. If any employee or applicant for employment believes that he or she has been harassed or discriminated against, please contact the Chief Operating Officer. Bay Area Older Adults, Inc. is committed to the implementation of Bay Area Older Adults' anti-discrimination and anti-harassment policy and we consider it the responsibility of each member of the management staff to assure a continuation of Bay Area Older Adults' policy of equality of employment for all persons on the basis of individual merit.