

LSS Policy - Equal Opportunity in Employment

Department or Business Unit Owner:	Human Capital with the approval of Executive Leadership
Authorizing Entity:	Human Capital Director
CARF Standard:	1.E.1; 1.L.1
Legal & Other References:	LSS Employee Handbook Applicable Federal, State and Local Laws and Acts Affirmative Action Plan
LSS References & Policy/Procedures:	

Policy Purpose:

Lutheran Social Services of Wisconsin & Upper Michigan, Inc. (LSS) is committed to the policy of ensuring equal opportunity in employment and service delivery to all individuals.

Policy Statement:

It is the official policy of Lutheran Social Services of Wisconsin & Upper Michigan, Inc. (LSS) to provide equal opportunity in employment and service delivery and to comply with all nondiscrimination and equal opportunity laws, regulations, rules, and standards.

Employment

As required by applicable federal, state and local law, no otherwise qualified person shall be excluded from employment; be denied the benefits of employment; or otherwise be subject to discrimination in employment in any manner on the basis of age, race, religion, color, sex, national origin or ancestry, disability or association with a person with a disability, arrest record, conviction record, sexual orientation, gender identity, marital status, pregnancy or childbirth, military participation, genetic testing, submitting to honesty testing, use or non-use of lawful products off the employer's premises during non-working hours, political affiliation, less than honorable discharge, physical appearance, student status, protected veteran status (status as a disabled veteran, recently separated veteran, active duty wartime or campaign badge veteran, and Armed Forces service medal veteran), or any other characteristic protected by federal, state or local law. This includes all recruiting, hiring, training, promotion, compensation and any other employment-related programs. Employment decisions are based on the principles of equal opportunity and affirmative action. Employees may not be harassed in the workplace based on their protected status nor retaliated against for filing a complaint, for assisting with a complaint or for opposing discrimination in the workplace. All employees who are responsible

for hiring and promoting employees and for the development and implementation of programs or activities are charged to support this program. They shall provide leadership in implementing affirmative action goals and initiatives. In addition, all employees are expected to support goals and programmatic activities relating to nondiscrimination and equal opportunity in employment.

As President and Chief Executive Officer of this organization, I, Héctor Colón, declare my personal commitment to nondiscrimination and equal opportunity in employment. Lutheran Social Services believes in and practices equal opportunity and affirmative action. Susan Dowd, Human Capital Director, is the appointed Equal Opportunity Coordinator to assist us in complying with all the applicable nondiscrimination and equal opportunity rules, regulations, and guidelines. Susan can be reached at 414-246-2334.

Employees who have a concern about Equal Opportunity in Employment are asked to immediately report the situation to their supervisor, another leader, and/or bring the matter to the attention of Human Capital.

Please see the Reporting of Concerns - Non-Retaliation or Reprisal for details.

Lutheran Social Services of Wisconsin & Upper Michigan, Inc. maintains Affirmative Action Plans for minorities, females, disabled individuals and veterans. Any questions regarding these Plans or requests to review these Plans should be directed to Susan Dowd.