



Lutheran Social Services of Wisconsin and Upper Michigan, Inc.

Equal Opportunity in Employment and Service Delivery Policy

Department or Business Unit Owner:	Executive Leadership
Applies to:	All Employees
Policy Location: (list other locations in addition to LSS Connect, as applicable)	LSS Connect/Employee Resources/Agency Documents & Policies
Effective Date: (if known)	
Date(s) of Review/Revision:	February, 2015
Replaces Policy:	
Legal & Other References:	LSS Employee Handbook, Applicable Federal, State and Local Laws and Acts, Affirmative Action Plan

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 are expected to

support goals and programmatic activities relating to nondiscrimination and equal opportunity in employment.

Service Delivery

As required by applicable federal, state and local law, no otherwise qualified applicant for service or program participant shall be excluded from consideration or participation; be denied benefits; or otherwise be subject to discrimination in any manner on the basis of limited English proficiency, 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, sexual identity, marital status, military participation, genetic testing, or political belief or affiliation. No employee or other person shall intimidate, threaten, coerce, retaliate, or otherwise discriminate against any qualified individual for the purpose of interfering with any right or privilege secured under one of the applicable civil rights laws, or because they have made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing under one of the applicable civil rights laws. This policy covers eligibility for access to service delivery, and to treatment in all LSS programs, services and activities. All employees are expected to support the goals and programmatic activities relating to limited English proficiency, nondiscrimination and equal opportunity in service delivery.

As Chief Executive Officer of this Agency, I declare my personal commitment to nondiscrimination and equal opportunity in employment and service delivery. Lutheran Social Services believes in and practices equal opportunity and affirmative action. To assist us in complying with all the applicable nondiscrimination and equal opportunity rules, regulations and guidelines, I have appointed Keri De Bruin, Director of Human Capital, as Equal Opportunity Coordinator, 414-325-3066.

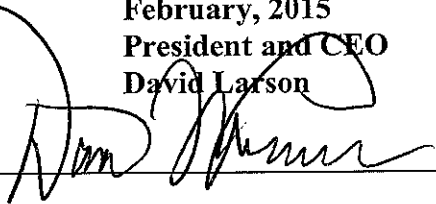
All employees are required to discuss any perceived discrimination or equal opportunity problems in employment or service delivery with Ms. De Bruin, or any other member of the Human Capital staff. Information about the discrimination complaint resolution process is available to you upon request.

Lutheran Social Services of Wisconsin & Upper Michigan, Inc. maintains Affirmative Action Plans for minorities, females, disabled individuals and veterans. Any questions regarding these Plans should be directed to Keri De Bruin. If you wish to view the Plan for disabled workers and veterans, contact Keri De Bruin

Approved By: David Larson

Date: February, 2015
Position: President and CEO
Name: David Larson

Signature:

 02/24/2015

Forms/References: LSS Employee Handbook, Applicable Federal, State and Local Laws and Acts and Affirmative Action Plan