EQUAL OPPORTUNITY & CULTURAL DIVERSITY IN EMPLOYMENT AND SERVICE DELIVERY

Effective: **October 1, 2008**

Date of Original Policy: **October 1, 2008**

Date of Last Revision: **N/A**

PURPOSE

- To establish the Western Wisconsin Cares policy for equal opportunity and cultural diversity in employment and service delivery
- To cultivate a culturally diverse workforce in order to better serve all members of the community.
- To encourage employees and members of the public who are victims of harassment, poor treatment or other violations based on race, color, or ethnicity to report these instances
- To establish a procedure for the reporting of instances of harassment or other civil rights violations
- To inform persons involved with Western Wisconsin Cares programs of its policy

POLICY

It is the policy of Western Wisconsin Cares to provide a businesslike work environment free from all forms of employment discrimination, poor treatment or incidents of harassment for both its employees and those who use our services. Persons associated with Western Wisconsin Cares programs will work in a non-discriminatory fashion and treat all persons with dignity and respect. Western Wisconsin Cares maintains and subscribes to the principles of Equal Opportunity and Affirmative Action to all persons in the services it provides. No employee shall be subjected to unsolicited and unwelcome overtures or conduct, either verbal or physical. The employer will not tolerate any form of harassment in the workplace. Harassment will be treated as misconduct with appropriate disciplinary sanctions, up to and including discharge. All persons accessing our services will be treated with the same dignity and respect and be able to utilize the services regardless of race, ethnicity, color, sex, disability, etc.

PROHIBITED CONDUCT

Western Wisconsin Cares harassment policies are specifically designed to prevent and discourage words or actions that are harmful, derogatory, or otherwise demeaning to any human being. Phrases and expressions that should be considered very likely to be offensive in today's working environment include those regarding age, sex, race, creed, color, national origin, ancestry, sexual preference, disability or arrest and conviction record, except where such conditions constitute a bona fide occupational qualification.

EQUAL ACCESS TO SERVICES PROVIDED

All persons who are eligible to receive services will have equal access to the services provided directly through Western Wisconsin Cares or through its contracted services. All contractors of service will be held to the same standards of equal opportunity as stated in this policy.