

## THE GUIDANCE CENTER

Section II	Personnel Policies
II.A	Employment of Center Staff
II.A.2	Equal Employment Opportunity

The Guidance Center is an Equal Employment Opportunity Employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, gender, sexual orientation, national origin, disability, veteran or family status, or any other status or condition protected by applicable state or federal law, except where a bona fide occupational qualification applies.

The Guidance Center will:

1. Recruit, hire, train and promote persons in all job classifications without regard to race, religion, color, sex, age, gender, sexual orientation, national origin, disability, veteran or family status, or any other status, or any other status or condition protected by applicable state or federal law, except where a bona fide occupational qualification applies.
2. Ensure that all personnel programs such as compensation, benefits, transfers, layoff, company-sponsored training, education, and other programs are administered without regard to race, religion, color, sex, age, gender, sexual orientation, national origin, disability, veteran or family status, or any other status or condition protected by applicable state or federal law, except where a bona fide occupational qualification applies.

If any employee has a suggestion, problem, or complaint with regard to Equal Opportunity, he or she should contact his/her immediate supervisor and reference the policy on Employee Grievances.

On even-numbered years the Executive Director will prepare an analysis to assess the extent to which this policy is being enforced. This analysis will be presented to the Board of Directors, who may then elect to take action as appropriate. The analysis will include demographic information on the catchment area population, including age factors, male/female proportion, and racial or ethnic constitution. Similar data will be prepared on the staff of TGC in a format suitable for comparison.

Approved 10/11/90  
Revised 06/25/92  
Revised 12/07/95  
Revised 09/27/01