

# **ISRAEL GUIDE DOG CENTER FOR THE BLIND**

## **EQUAL EMPLOYMENT OPPORTUNITY AND NONDISCRIMINATION POLICY**

Israel Guide Dog Center for the Blind (“IGDC”) does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations. These activities include, but are not limited to, employment decisions, selection of volunteers and vendors, provision of services, and access to facilities. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors.

### **I. EMPLOYMENT POLICY**

IGDC is an equal opportunity employer and makes employment decisions on merit. It is the Policy of the IGDC, as a tax-exempt organization, to comply with all applicable federal and state laws regarding equal employment opportunity. The IGDC fosters an open, communicative work environment that values understanding, inclusiveness, and respect of all individuals.

The IGDC complies with all applicable laws prohibiting discrimination based on race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, religion, medical condition, sexual orientation, as well as any other category protected by federal, state, or local laws. All such discrimination is unlawful or inappropriate and all persons involved in the operations of the IGDC are prohibited from engaging in this type of conduct.

Affirmative action is taken to ensure equal employment opportunities for all applicants for employment. Applicants are recruited for personal competence and potential for advancement without regard to race, religion, sex, national origin, age, disability, military service, or sexual preferences. The IGDC expects all staff employees to provide individual and collective support for Equal Employment Opportunity to all applicants to the IGDC.

The IGDC is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the IGDC and prohibits unlawful discrimination by any employee of the IGDC, including supervisors and co-workers.

In accordance with applicable federal and state laws ensuring equal employment opportunities to qualified individuals with known disabilities, the IGDC will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee of the IGDC, unless doing so would create an undue hardship to the IGDC. Any qualified applicant or employee with a disability who requires an accommodation in order to perform the essential functions of the job should contact the CEO of the IGDC and request an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The IGDC

then will conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job. The IGDC will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the IGDC will make the accommodation.

The IGDC prohibits any and all retaliation for reporting unlawful discrimination, and for cooperating in any investigation. Any employee who deliberately retaliates against an employee or those involved in the investigation will be disciplined up to and including termination of employment.

## **II. PROCEDURES**

The following procedures shall apply in the event an employee has a complaint about unlawful discrimination:

1. The employee should report the complaint to the CEO, regardless of whether the employee or someone else is the subject of the discrimination. The complaint should be specific and should include the names of the individuals involved and the names of any witnesses.
2. The IGDC will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.
3. If the IGDC determines that prohibited discrimination or other conduct in violation of this Policy has occurred, the IGDC will take disciplinary action up to and including termination of employment against any employees who engaged in the misconduct.
4. Following any investigation, the IGDC will also evaluate whether any employment practices should be added or modified in order to deter and prevent the conduct in the future.

## **III. PROVISION OF SERVICES & ACCESS TO FACILITIES**

This Policy also applies to the provision of services to clients, access to facilities, and dealings with the general public. The IGDC does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in the provision of services or access to facilities.

*Adopted: December 17, 2017*

*Reaffirmed: December 12, 2021*