

## **Equal Employment Opportunity Policy**

It is the policy of the Orange County Library System to provide equal opportunity for all library employees or applicants for employment. The Library does not unlawfully discriminate on the basis of race, color, religion, pregnancy, sex, national origin, marital status, veteran status, citizenship, sexual orientation, age, or physical or mental disability, genetic information or any other basis prohibited by law. This policy affects decisions including, but not limited to, an employee's compensation, benefits, terms and conditions of employment, opportunities for promotion, training and development, transfer, and other privileges of employment. Employees who violate this policy will be subject to discipline up to and including termination of employment.

It is the responsibility of every manager and employee to follow this policy conscientiously. Unlawful discrimination in any form will not be tolerated. Any incident of discrimination should be reported immediately to the Human Resources Manager or any other member of the Administration (Library Director/CEO; Assistant Director; Comptroller; Public Service Administrator; Public Relations Administrator; IS Department Head), who will ensure that the issue is investigated promptly and that appropriate remedial measures, if warranted, are taken. Retaliation against employees who report unlawful discrimination or other alleged illegal acts and those who participate in their investigation is strictly prohibited.

If you have any questions regarding this policy, you should discuss them with the Human Resources Manager or your supervisor.

**June 10, 2010**

**Revision approved by the Library Board of Trustees**