

## **EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT AND GRIEVANCE RESOLUTION PROCEDURES**

**PURPOSE:** To establish a policy of equal employment opportunity and a procedure for review of discrimination complaints made by employees or applicants for employment.

**SCOPE:** This policy applies to all Care Staffing Professionals Divisions and employees.

**POLICY STATEMENT:** It is the policy of Care Staffing Professionals to adhere to the concept of Equal Employment Opportunity and Affirmative Action as a basic element of human resource management. Discrimination in a personnel action on a basis unrelated to the job is prohibited. Employment and promotion decisions at Care Staffing Professionals shall be made in accordance with the principles of equal opportunity by utilizing only job-related requirements.

Company policy specifically prohibits discrimination on the basis of race, color, sex, sexual orientation, gender identity, religion, national origin, age, marital status, physical or mental disability, or other protected status as those terms are understood under California and federal law.

### **Complaint And Grievance Resolution Procedure**

Care Staffing Professionals firmly believes that a comprehensive, systematic and equitable process for resolving complaints of discrimination, harassment, unlawful employment practices, or violations of equal employment opportunity is an essential part of a comprehensive affirmative action plan. The following internal complaint and grievance resolution process will apply to complaints alleging unlawful employment practices, violations of equal employment opportunity, discrimination, or harassment.

Any employee or applicant for employment may file a written complaint alleging discrimination, unlawful employment practice(s), violation of equal employment opportunity, or harassment with the Chief Operations Officer, who will investigate the charge within 30 days. The Chief Operations Officer may also initiate an investigation should such an alleged practice come to his/her attention.

At the conclusion of the investigation, the Chief Operations Officer shall make recommendations to correct any practice found to be in violation of this policy. Notice of the recommendation shall be forwarded to the appointing authority. All parties shall be notified of the status of the investigation. If the finding of the investigation is that there has been a violation of this policy, the Chief Operations Officer will attempt to resolve the complaint. Under the law, individuals are protected from retaliation. Every effort will be made to preserve confidentiality consistent with conducting a thorough investigation.

**Internet Links**

Equal Employment Opportunity Commission (<https://www.eeoc.gov/>)