



Nondiscrimination Policy

PURPOSE

Achievement Centers for Children & Families (hereinafter "ACCF") is committed to the principle that all persons shall have equal access to programs, facilities, services, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by ACCF policy and/or applicable laws. The purpose of this policy is to maintain a nondiscriminatory environment for ACCF.

SCOPE

All members of the Board of Directors (hereinafter "board"), volunteers, and employees.

DEFINITIONS

Discrimination is defined as treating people differently, either preferentially or with adverse impact, because they have similar characteristics or because they are from specific groups, unless differential treatment is reasonable, essential and directly related to conducting ACCF business.

Harassment is one form of discrimination. Harassment is defined as conduct that has the purpose or effect of unreasonably interfering with an individual's participation in ACCF activities or creating an intimidating, hostile, or offensive environment. Harassment occurs when submission to or rejection of such conduct is made either explicitly or implicitly, a term or condition of an individual's participation in ACCF activities, or used as a basis for decisions affecting that individual's relationship to ACCF.

Bullying is one form of harassment. Bullying consists of waging and ongoing and systematic campaign of interpersonal destruction against an individual or group of individuals that a reasonable person would find hostile, offensive, and unrelated to ACF's legitimate business interest on the basis of one of the protected classes. It tends to be an accumulation of many incidences over a long period of time, including treatment which persistently provokes, pressures, frightens, intimidates, or otherwise discomforts another person.

Retaliation is defined as punitive actions taken against persons for exercising their employee or other rights under the laws in good faith, reporting violations of the laws to the proper authorities (i.e. "whistle-blowing") and/or participating in administrative or legal proceedings as a plaintiff, complainant, or witness.

POLICY

ACCF prohibits discrimination because of gender, gender identity or expression, sexual orientation, genetic information, race, color, national origin, ancestry, creed, physical or mental disability, age or any other basis protected by federal, state, or local law. All such discrimination is unlawful and will not be tolerated. ACCF is committed to taking any and all reasonable steps to prevent discrimination from occurring. ACCF is an Equal Opportunity Employer and abides by the provisions of the Americans with Disabilities Act.

PROCEDURE

ACCF's reporting procedure provides for an immediate, thorough, and objective investigation of any discrimination claim. Following investigation, any member of the board, volunteer, or employee who is found to have engaged in prohibited discrimination or other conduct that violates this policy, will be subject to appropriate disciplinary action, up to and including discharge or termination. Appropriate action will also be taken to deter any future discrimination.

If any member of the board, volunteer, or employee believes he/she has been discriminated against, or is aware of discrimination against others, he/she should provide a written or verbal report to the Chief Executive Officer (hereinafter "CEO") or Board President as soon as possible. The report should include details of the incident(s), the names of individuals involved, the names of any witnesses, direct quotes when relevant, and any documentary evidence (notes, pictures, cartoons, etc.). All incidents of discrimination that are reported will be investigated. ACCF will protect the privacy and confidentiality of all parties involved to the extent possible consistent with a thorough investigation.

PROTECTION AGAINST RETALIATION

Applicable law also prohibits retaliation against any person alleging discrimination. Any witness to retaliation shall be reported to the CEO or Board President. Any alleged retaliation will be immediately, objectively, and thoroughly investigated in accordance with the investigation procedure outlined above. If a report of retaliation is substantiated, appropriate disciplinary action will be taken, up to and including discharge or termination. Appropriate action will also be taken to deter any future retaliation from occurring.

Additional Enforcement Information for Employees

Employees should also be aware that the federal Equal Employment Opportunity Commission (EEOC) and the Florida Commission on Human Relations (FCHR) investigate complaints of discrimination in employment. Employees who believe that they have been discriminated against may file a complaint with either of these agencies. Both the EEOC and FCHR serve as neutral fact-finders and attempt to help the parties voluntarily resolve disputes. You may contact the nearest office of the EEOC or FCHR as listed in the telephone directory.

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NONDISCRIMINATION POLICY ACKNOWLEDGMENT

I hereby acknowledge that I have read and understand this Nondiscrimination Policy. I understand that engaging in conduct prohibited in this policy will result in disciplinary action, up to and including discharge or termination. I agree to abide by this Nondiscrimination Policy.

Signature

Title

Print Name

Date

This page will be retained by ACCF.