

Adopted 9/85

Revised 12/94
12/04

Subject: PERSONNEL POLICY #2
EQUAL EMPLOYMENT OPPORTUNITY
A. FAIR EMPLOYMENT PRACTICES

As an equal opportunity employer, Choices In Community Living, Inc. prohibits unlawful employment discrimination in accordance with federal, state and local laws. Discrimination based upon race, gender, age, national origin, physical disability, religion and sexual orientation will not be permitted. It is CICL's intention to promote diversity and fair application of all personnel policies and benefits to include health insurance.

The following list represents, without limitation, Federal laws on employment and employee benefits with which CICL complies:

- The Americans with Disabilities Act (ADA)
- The Age Discrimination in Employment Act (ADEA)
- The Consolidated Omnibus Budget Reconciliation Act (COBRA)
- The Fair Labor Standards Act (FLSA)
- The Family Medical Leave Act (FMLA)
- Title VII, Civil rights of 1964
- Civil Rights Act of 1991

Human Resources is responsible for the oversight of all human resources policies and policy related concerns. Human resources will work with an employee and/or his or her manager to promote clear communication on this and any other policy.