

## Office of Disability Concerns Diversity Policy

**Reference:** Title VII of the Civil Rights Act 1964, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990 and Amendments of 2010.

**Policy:** The Office of Disability Concerns (ODC) is committed to fostering, cultivating and preserving a culture of diversity and inclusion.

It is ODC policy that we embrace and encourage our clients' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our community unique. Additionally, it is this policy to prevent and correct discrimination within ODC by making a complaint and investigation procedure available. It is the policy of ODC to promptly investigate and resolve complaints and reports of discrimination. It is against State and Federal civil rights laws and ODC policy to retaliate against any person for asserting his or her civil rights, which includes filing a claim of discrimination or participating as a witness in an investigation. Retaliation and reprisals are not tolerated by ODC.

All employees of ODC have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other agency-sponsored and participative events. Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action up to and including discharge.

Any client of ODC who believe that he or she has been subjected to any kind of discrimination should promptly seek assistance from the Director or Office Manager.

**Retaliation:** Retaliation or attempted retaliation is a violation of this policy and anyone who does so will be subject to severe sanctions up to and including termination.



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