



EQUAL EMPLOYMENT DIVERSITY POLICY

CASA of Cook County is committed to providing equal employment opportunities without discrimination on the following basis:

- race,
- color
- religion,
- sex (including pregnancy, gender identity, and sexual orientation),
- parental status,
- national origin,
- age,
- disability,
- family medical history or genetic information,
- political affiliation,
- military service, or
- other non-merit-based factors.

CASA of Cook County values diversity in its workplace. This policy applies to the delivery of services and all employment practices, including, but not limited to:

- recruitment,
- hiring,
- training and development,
- promotion,
- transfer,
- termination,
- compensation,
- benefits,
- social and recreational programs
- providing language access services to Limited English Proficient (LEP) Volunteers, families, and staff, and
- all other conditions and privileges of employment in accordance with local, state, and federal laws.

All Volunteers, families and staff have the right to work in a workplace that is free from discrimination. Any person who believes he or she has been subjected to discrimination of any kind should notify CASA Human Resources, the Executive Director or President of the Board of Directors. All complaints will be

thoroughly investigated. Confidentiality will be maintained to the extent possible, but dissemination of certain information may be required in some instances.

In addition, if an individual doing business with CASA of Cook County believes that he or she has been discriminated against or that his or her civil rights have been violated, the individual may file a complaint with the Illinois Criminal Justice Information Authority (ICJIA), who will then forward the complaint to the Illinois Department of Human Rights (IDHR) for investigation, and the Office of Civil Rights, Office of Justice Programs, U.S. Department of Justice. Filing a complaint with ICJIA, does not supersede or supplant of any other remedies available at law to the aggrieved party.

Any person violating this policy may be subject to disciplinary action, up to and including termination. Failure to report such claims of discrimination prevents CASA of Cook County from taking steps to remedy the problem. The law and CASA of Cook County prohibit retaliation against any employee who, in good faith, reports discrimination or perceived discrimination, or participates in any investigation of a complaint of discrimination or perceived discrimination.