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**Equal Opportunity Work Policy #005**

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**Policy # 005 Equal Opportunity Work Policy**

**Purpose:** The MRMS Research Foundation is committed to equal employment and work opportunities for all staff and applicants.

**Statement:**

1. It is our policy that all employment decisions are based on merit and the legitimate business needs of our organization.
2. The MRMS Research Foundation does not discriminate on the basis of race, color, nationality, ethnic, or national origins, sex, gender reassignment, sexual orientation, marital or civil partner status, pregnancy or maternity, disability, religion or belief, age, or any other ground on which it is or becomes unlawful to discriminate under state and federal employment or equal opportunity laws.
3. It is the intention of the MRMS Research Foundation to enable all of our staff to work in an environment which allows them to fulfill their potential without fear of discrimination, harassment or victimization. The Employer’s commitment to equal opportunities extends to all aspects of the working relationship to include:
4. Recruitment and selection procedures
5. Terms of employment, including pay, benefits, and working conditions
6. Training, performance evaluations, career development, and promotions
7. Workplace practices, conduct issues, allocation of tasks and responsibilities, discipline and grievances
8. Work-related events
9. Termination of employment and matters after termination, including references.
10. This policy is intended to help the Employer achieve its diversity and anti-discrimination aims by clarifying the responsibilities and duties of all staff in respect of equal opportunities and discrimination. The Employer will promote effective communication and consultation between the Employer and the Employee/Staff concerning Equal opportunities by means it considers appropriate.
11. The principles of non-discrimination and equal opportunities also apply to the way in which staff treat clients, visitors, and their families, customers, suppliers, and former staff members.
12. This is a statement of policy only and does not form part of your employment contract. This policy may be amended at any time by the Employer, in its absolute discretion.

**Persons Covered:** This Policy applies directly to all MRMS-paid employees, volunteers, clients, and family members. It also applies to all third-party individuals working, volunteering, or providing services on or for the MRMS Research Foundation. Achieving an equal opportunities workplace is a collective task shared between the Employer and all its staff (paid and volunteer). Therefore, the rules apply to ALL MRMS Research Foundation Staff irrespective of seniority, tenure, and working hours.

The MRMS Research Foundation Board of Directors has overall responsibility for this policy and for equal opportunities and discrimination law compliance in the workplace. The Vice President of Operations has been appointed as the person with day-to-day operational responsibility for these matters.

All Staff has a personal responsibility to ensure compliance with this policy, to treat colleagues with dignity at all times, and to not discriminate against or harass other members of Staff, Visitors, volunteers, clients, and their family members, or third-party business members, customers, or suppliers and former staff members.

Any questions related to this policy should contact:

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MRMS Research Foundation
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