



## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

It is PLA University's policy that, as required by law, equal employment opportunities be available to all persons without regard to race, sex, age, color, religion, national origin, marital status, sexual orientation, disability, citizenship status, or any other category protected under state or local law. This policy applies to employees and applicants and to all phases of employment including hiring, promotion, demotion, treatment during employment, rates of pay or other forms of compensation, and termination of employment. PLA University will take appropriate steps to provide reasonable accommodations, upon request, to qualified individuals with disabilities so long as doing so does not cause an undue hardship.

PLA University will also provide reasonable accommodation, upon request, to an employee's religious beliefs so long as doing so does not constitute an undue hardship. If you need an accommodation, please provide a written description of your situation and your needs to the Director of Human Resources, and s/he will contact you to discuss your Request. If you believe this Policy has been or is being violated, you must report the violation(s) immediately per the reporting procedure outlined in this handbook.

Violations of PLA University's Equal Employment Opportunity Policy will not be tolerated and will result in appropriate discipline up to and including discharge.