



Federation of Families, Miami-Dade Chapter, Inc.

## **Non-Discrimination and Equal Opportunity Policy**

### **Non-Discrimination Policy – Employment**

The Non-discrimination policy of FOF communicates our goal of an inclusive and non-discriminatory work environment in which all employees are valued and empowered to succeed.

An employee or qualified applicant of FOF will not be discriminated against or on the basis of any of the following:

- Age
- Cognitive ability or limitations
- Country of origin
- Degree of acculturation
- Disability
- Educational level attained
- Environment and surroundings
- Family and household composition
- Gender identity
- Generation
- Health practices, including use of traditional healer techniques such as Reiki and acupuncture.
- Linguistic characteristics, including language(s) spoken, written, or signed; dialects or regional variants; literacy levels; and other related communication needs.
- Military affiliation
- Veteran status
- Occupational group
- Perceptions of family and community
- Perceptions of health and well-being and related practices
- Perceptions/beliefs regarding diet and nutrition
- Physical ability or limitations
- Political beliefs
- Racial and ethnic groups include — but are not limited to — those defined by the U.S. Census Bureau.
- Religious and spiritual characteristics, including beliefs, practices, and support systems related to how an individual finds and defines meaning in his/her life.
- Residence (i.e., urban, rural, or suburban)
- Sex
- Sexual orientation
- Socioeconomic status

These factors do not affect our decision about applicants for employment.



Federation of Families, Miami-Dade Chapter, Inc.

It is the policy of FOF to employ personnel that have personally received services for mental health and/or substance abuse or come with the experience of an immediate family member receiving SAMH services, in accordance with the Certified Recovery Peer Specialist Training curriculum.

FOF is committed to a policy of equal opportunity in all aspects of employee relations, including employment, salary administration, employee development, promotion and transfer and maintains a harassment-free workplace policy, which prohibits all types and forms of harassment.

FOF creates a workplace where differences are respected as we are culturally and linguistically competent. We expect the same standards from the staff we employ so they are representative of the community we serve.

### **Non-Discrimination Policy - Participants**

Federation of Families, Miami-Dade Chapter Inc. (FOF) does not discriminate and welcomes participants into its programs and provides services and supports without regard to any of the aspects of culture referenced above, thereby permitting access to all rights, privileges, programs and activities generally accorded or made available to program participants at the agency.

### **Non-Discrimination Policy – Volunteers**

FOF prohibits discrimination against current or prospective volunteers on the basis of any of the aspects of culture referenced above. It is the policy of FOF to employ and promote volunteer-personnel regardless of the foregoing characteristics, unless one or more of them are bona-fide requirement of a particular position. FOF is committed to a policy of equal opportunity in all aspects of volunteer relations, including volunteer personnel development and maintains a harassment-free workplace policy, which prohibits sexual harassment as well as other forms of harassment.

### **Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of FOF to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures,



Federation of Families, Miami-Dade Chapter, Inc.

hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

FOF will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to FOF. Contact FOF's Executive Director with any questions or requests for accommodation.

### **Purpose of the Policy**

FOF desires to model the values of inclusiveness and cultural and linguistic competence in all aspects of its work. Therefore, the purpose of this policy is to permit access to all rights, privileges, programs, services and activities without regard to the above listed characteristics. It is also the purpose of this policy to employ and promote paid staff and volunteers regardless of the foregoing characteristics.

HR Policy

Drafted: September 2012

Approved by Board of Directors: March 15, 2019

Revised: January 8, 2019