

**JEFFERSON COUNTY INDUSTRIAL DEVELOPMENT AGENCY
EQUAL EMPLOYMENT OPPORTUNITY POLICY**

Adopted 10/7/10 ó Review Date 10/01/20

Our Agency is committed to equal employment opportunity. We will not discriminate against qualified employees or applicants for employment in any aspect of employment including, but not limited to: recruitment, hiring, compensation, promotion, job assignments, transfers, demotions, training, leaves of absence, benefits, or termination. The policy prohibits discrimination on any legally-recognized basis including, but not limited to: race, color, creed, sex, pregnancy, age, disability, religion, citizenship, national origin, ancestry, military status, veteran status, marital status, sexual orientation, genetic predisposition or carrier status, arrest or conviction record, and any other category protected by federal, state or local law.

You may discuss equal employment opportunity related questions with the Human Resources Officer or any other member of management. If you have a complaint regarding discrimination or Equal Employment Opportunity, you should immediately report the matter to the Human Resources Officer. If the complaint involves the Human Resources Officer, or an employee makes a report to this Officer and the Officer either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to any other member of management.

The Agency will investigate all such complaints as quickly and confidentially as possible. Adverse action will not be taken against an employee because he or she, in good faith, reports or participates in the investigation of a violation of this policy. If you feel that you have been retaliated against for reporting a complaint or participating in an investigation, you should notify the Human Resources Officer or a member of management immediately.