

# **AAIM Non-Discrimination Policy**

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## **EQUAL EMPLOYMENT OPPORTUNITY**

The Alliance Against Intoxicated Motorists provides equal employment opportunity to all applicants and employees without regard to race, color, religion, sex, national origin, age, sexual orientation, marital status, gender identity, handicap, or veteran's status. The equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, leaves of absence, compensation, and training. AAIM, in compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulation, enforces this policy.

AAIM strives to create and maintain a work environment in which people are treated with dignity, decency, and respect. Employees and board members, volunteers should be able to work and learn in a safe environment. The accomplishment of this goal is essential to the mission of our organization. For that reason, AAIM will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees and board members, AAIM will seek to prevent, correct and discipline behavior that violates this policy.

AAIM prohibits harassment of any kind of employees by management, supervisors, coworkers, or nonemployees who are in or affiliated with the workplace. All employees and volunteers should expect to work in an atmosphere free of unwanted sexual overtures or any unwelcome behavior which is personally offensive, which debilitates morale, or which otherwise interferes with working effectiveness. Offensive comments, innuendos, "jokes," and sexually oriented "kidding" are regarded as forms of sexual harassment.

All employees, and board members, regardless of their positions, are covered by and are expected to comply with this policy and take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee or board member who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension or termination of employment or director's seat on the board.

## **AMERICANS WITH DISABILITIES ACT (ADA) AND REASONABLE ACCOMMODATION**

To ensure equal employment opportunities to qualified individuals with a

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disability, AAIM will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result.

Employees and AAIM volunteers who may require a reasonable accommodation should promptly contact the AAIM office.

## **HARASSMENT AND COMPLAINT PROCEDURE**

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

**Definition of Unlawful Harassment.** “Unlawful harassment” is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual’s work performance, or otherwise adversely

affects an individual’s employment opportunities because of the individual’s membership in a protected class.

**Definition of Sexual Harassment.** “Sexual harassment” is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual’s employment or as a basis for employment decisions; *or*
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

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Alliance Against Intoxicated Motorists

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**For more information or to file a complaint:**

<https://www.hhs.gov/ocr/index.html> - Office for Civil Rights

<https://www.eeoc.gov/> - Equal Employment Opportunity Commission

<http://www.icjia.state.il.us/> - Illinois Criminal Justice Information Authority

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