

## Wood County Board of Developmental Disabilities

### POLICY

**Procedure #:** 01-ALL-ALL-0076  
**Effective Date:** 07-01-93  
**Person Responsible:** Superintendent

**Subject:** Equal Employment Opportunity  
**Last Revision:** 12-05-17

**Approvals/Date:**  
Superintendent, WCBDD 12/11/17  
Board President, WCBDD 12/11/17

Wood County Board of DD (WCBDD) is an Equal Opportunity Employer and shall comply with federal and state equal employment opportunity principles and other related laws. All employees shall be treated in a fair and equitable manner based solely upon merit, fitness and such other occupational qualifications as each individual might possess.

WCBDD will not discriminate against applicants or employees on the basis of race, color, religion, sex, pregnancy, age, sexual orientation, national origin, ancestry, disability, veteran status, military status, genetic information, or other unlawful reason except when such a factor constitutes a bona fide occupational qualification.

The employment decisions below will be based solely on the individual's qualifications and the requirement of the position:

- recruitment/hiring;
- compensation/rates of pay;
- fringe benefits;
- terms and conditions of employment;
- job training;
- performance evaluations;
- job assignment;
- classification;
- promotions/demotions;
- disciplinary actions/discharge;
- references;
- layoffs/returns from layoffs; and
- reasonable accommodations due to disability.

Employees shall not discriminate against co-workers or members of the public based on race, color, religion, sex, pregnancy, age, sexual orientation, national origin, ancestry, disability, veteran status, military status, genetic information, or other unlawful reason.

WCBDD will not retaliate against any person because that person has opposed any unlawful discriminatory practice or because that person has made a complaint of unlawful discrimination, testified, assisted, or participated in any investigation, proceeding or hearing.

Employee must report in writing any act of discrimination in the workplace within 30 calendar days to the WCBDD EEO Officer. The EEO Officer will transmit a copy of the complaint to the Superintendent and the Board within 15 days of receipt. See 02-ALL-ALL-0494 (HR) Complaint of Equal Employment Opportunity Discrimination regarding filing a complaint.

**References:** ORC 4112.02  
ORC 5126.07

**Policy:** 01-ALL-ALL-0199

**Procedure:** 02-ALL-ALL-0494 (HR)

**Form:** 03-ALL-ALL-0945 – WCBDD Equal Employment and Affirmative Action Plan