

Warren-Newport Public Library District **Staff Manual**

103 Equal Employment Opportunity

Effective Date: 07/12/2006

Review/Revision Date: 02/08/2013; 02/16/2016; 02/15/2022

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Warren-Newport Public Library District (WNPLD) are based on merit, qualifications, and abilities. WNPLD does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, or any other characteristic protected by law.

WNPLD will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate supervisor or the Executive Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.