



## Equal Employment Opportunity

The Highlands Ranch Cultural Affairs Association (CAA) is committed to the goal to recruit, hire, train, and promote, in all job titles, volunteers or program participants, without regard to race, color, religion, national origin, gender, sex, sexual orientation, transgender status, gender identity or expression, age, disability (unless the disability precludes the employee or applicant from performing the essential functions of the job notwithstanding reasonable accommodations), veteran status, marital status, creed, ancestry, or political service or affiliation.

Every effort shall be made to ensure that all employment decisions, programs, and personnel actions are administered in conformity with the principle of Equal Employment Opportunity. It is CAA's policy that each employee has a responsibility to support these objectives and to ensure that this policy is fully implemented. It is the CAA's policy that each employee should assist with ensuring that the work place environment is free of harassment on the basis of race, color, religion, national origin, gender, sex, sexual orientation, transgender status, gender identity or expression, age, disability, veteran status, marital status, creed, ancestry, or political service or affiliation, or status in any other group protected by Federal, State, or local law. Employees, volunteers, or program participant are expected to bring any violation of these policies to the attention of their supervisor as appropriate or necessary. The CAA will ensure that there is no coercion, intimidation, harassment of any employee who calls attention to violation of these policies.

The Human Resources Manager shall be the Equal Employment Opportunity Coordinator (EEO Coordinator) unless he or she otherwise designates another employee to be the EEO Coordinator. The EEO Coordinator is hereby charged with the responsibility of maintaining the necessary programs, records, and reports to comply with all government regulations, including the maintenance of monitoring procedures for the CAA's policy objectives.

The Equal Employment Opportunity Coordinator also is available to receive directly any claim of discrimination or harassment, particularly where an employee has a problem with a supervisor's commission or tolerance of discriminatory or harassing conduct.