



## Napa Valley College District Auxiliary Services Foundation (DAS)

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### Human Resources Policies and Procedures

#### AO 7060 Equal Employment Opportunity

##### I. PURPOSE

To affirm that Napa Valley College District Auxiliary Services (DAS) is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. DAS prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, sexual orientation, national origin, sexual identity, disability status, protected veteran status, or any other characteristic protected by law.

##### II. SCOPE

This policy applies to all DAS employees.

##### III. POLICY

DAS will (1) provide equal employment opportunities to all job applicants and employees; (2) administer recruiting, hiring, compensation and benefit practices, working conditions, training, upgrading and promotion procedures, transfers and termination of employment without discrimination because of race, religion, color, sex, age, marital status, national origin, citizenship, sexual orientation, sexual identity, physical or mental disability, or veteran status with regard to any position or employment for which the applicant or employee is qualified; (3) provide a workplace free from harassment based on any of the foregoing factors; and (4) encourage the hiring of minorities, women, disabled individuals, Vietnam era veterans, and disabled veterans.

DAS will make reasonable accommodation for qualified applicants or employees with physical and mental limitations, where an accommodation would enable the individual to perform essential job functions, unless it would impose undue hardship or present an undue risk to the health and safety of the individual or other employees.

This policy applies to all employment practices including, but not limited to, application for employment, recruitment and hiring practices, working conditions, promotions, compensation and benefits, training, discipline, and termination.

It is DAS's policy to base employment decisions on job-related factors. Except where required or permitted by law, employment practices shall not be based upon an applicant or employee's race, color, religion, sex, age, national origin, marital status, sexual orientation, sexual identity, ancestry, physical or mental disability, citizenship, or veteran status.

#### **IV. RESPONSIBILITIES**

- A. The Managing Director is responsible for ensuring that all personnel policies and practices are in compliance with appropriate federal, state, and local regulations.
- B. Program Managers and leads are responsible for ensuring that the EEO initiatives are implemented for all employees under their supervision.
- C. Managers, supervisors and directors are responsible for assisting in implementing this EEO activity in their respective work areas.
- D. Employees who have supervisory responsibilities shall be evaluated on their efforts toward compliance with DAS's EEO obligations and commitments in their job evaluation review.

Adopted 2/26/19