

**Policy & Procedure Manual**

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**NON-DISCRIMINATION – HR-I-3**

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**POLICY**

OPTIONS NORTHWEST believes that all persons have a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offenses, marital status, family status, or disability.

All applicants to the agency will be considered for employment on the basis of their ability to perform a particular job. OPTIONS will make every reasonable accommodation to satisfy the needs of its applicants (including internal employees), in accordance with applicable laws, throughout all stages of employment and in a manner that considers suitable formats and communication supports.

**NOTE: OPTIONS may refuse to hire someone for a position based on specific needs of the individual(s) where it is reasonable and genuine.**

**PURPOSE**

The purpose of this policy is to reaffirm OPTIONS' position regarding non-discrimination in all matters relating to employment throughout the organization.

**RESPONSIBILITY**

The Human Resources Department has been assigned the responsibility of ensuring that all phases of Human Resource Administration are in harmony with this policy. The responsibility for administering and complying with this policy has been delegated to the Supervisors/Managers/Directors with respect to employees within their jurisdiction.

**RECOMMENDED BY:** Manager, Human Resources

**APPENDICES:** 0

**OPERATIONAL ACCOUNTABILITY:** Administration, Human Resources, Community Services Administration

**ORIGINAL POLICY DATE:** April 1993

**AUTHORIZED BY:** Executive Director

**SIGNATURE:** \_\_\_\_\_

