

Adopted: \_\_\_\_\_  
Revised: November, 2018

Achieve Policy 401

## **401 EQUAL EMPLOYMENT OPPORTUNITY**

### **I. PURPOSE**

The purpose of this policy is to provide equal employment opportunity for all applicants for Achieve Language Academy (Achieve) employment and Achieve employees.

### **II. GENERAL STATEMENT OF POLICY**

- A. The policy of Achieve is to provide equal employment opportunity for all applicants and employees. Achieve does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status. Achieve also makes reasonable accommodations for disabled employees.
- B. Achieve prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment, please refer to Achieve's policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.
- D. Every Achieve employee shall be responsible for following this policy.
- E. Any person having a question regarding this policy should discuss it with the Human Resources Director.

**Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
29 U.S.C. § 2615 (Family and Medical Leave Act)  
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)  
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)  
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)  
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

**Cross References:** Achieve Policy 402 (Employee Disability Nondiscrimination)  
Achieve Policy 413 (Harassment and Violence)