

Equal Opportunity/Anti-Discrimination Statement

Homeward Alliance provides equal employment opportunities (EEO) and equal pay to all employees and applicants for employment without regard to race, color, religion, creed, sex, pregnancy, childbirth and related medical conditions, disability, national origin, ancestry, age, status as an officer or enlisted members of the military forces, veteran status, disability, genetic information, gender, gender identity or expression, marital status, civil union status, domestic partnership status, sexual orientation, transgender status, marriage to a coworker, religious affiliation, or any other protected characteristic applicable under federal, state, and local laws.

Homeward Alliance expressly prohibits any form of workplace harassment and discrimination. Homeward Alliance urges reporting of any instances of harassment and discrimination.

The organization is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay and other compensation, termination, and all other terms, conditions, and privileges of employment.

Homeward Alliance will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any other violation of this policy in a confidential manner. The organization will take appropriate corrective action, if and where warranted. The organization prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation.

Affirmative Action

Homeward Alliance is committed to creating a diverse and inclusive workplace and partnerships which reflect the communities we serve. We believe that diversity enhances our ability to innovate, to meet the needs of our guests, and to best serve our community.

This policy outlines our commitment to employing and partnering with individuals and organizations representing historically underrepresented groups. These groups are those that have been historically marginalized or excluded from certain opportunities, including but not limited to, race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, educational status, and veteran status.

Responsibilities:

- Leadership Team: Responsible for implementing and supporting affirmative action initiatives, ensuring compliance with this policy, and fostering an inclusive workplace culture. Responsible for guiding partnership decisions which align with this policy.
- Human Resources: Responsible for developing and monitoring affirmative action programs and ensuring that recruitment and hiring practices are free from bias.
- Employees: Responsible for supporting and promoting diversity and inclusion within the workplace.
- All HWA employees are expected to comply with this policy. Non-compliance may result in disciplinary action, up to and including termination of employment.

Staff recruitment and hiring:

- Develop job postings that attract a diverse pool of candidates.
- Recruit from organizations and educational institutions that serve underrepresented groups.
- Use inclusive language in job advertisements and descriptions.
- Ensure that all hiring panels are diverse and trained in unconscious bias.
- Implement standardized interview questions and evaluation criteria.
- Consider qualified candidates from underrepresented groups for all positions.

Staff promotion and development:

- Provide equal opportunities for career advancement to all employees.
- Offer mentoring and training programs and professional development opportunities to support the professional growth of employees from underrepresented groups.
- Regularly review promotion practices to ensure fairness and equity.

Vendor/partner selection:

- Take steps to ensure that small businesses, minority business enterprises, women's business enterprises, and labor surplus firms are selected for vendor contracts and programmatic partnerships whenever possible. This will include tactics such as:
- Consider these enterprises for all requests for proposals or other solicitations whenever they are potential sources.
- When financially feasible, dividing requirements into smaller units so that these enterprises may participate.
- Where possible, establishing delivery schedules which encourage participation by these enterprises.
- Where appropriate, using the services of organizations such as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
- In the case of subcontracts, ensuring subcontractors also follow the above steps.

Monitoring and Reporting:

- Regularly review and analyze workforce and vendor demographics.
- Report on the progress of affirmative action initiatives to leadership.
- Adjust policies and practices as needed to improve outcomes.

Americans with Disabilities Act (ADA) and Reasonable Accommodations

Homeward Alliance complies with the Americans with Disabilities Act (ADA), the Colorado Anti-Discrimination Act (as amended by the Pregnant Workers Fairness Act), and all applicable state and local fair employment practice laws and is committed to providing equal employment opportunities to qualified individuals with disabilities (including pregnancy-related disabilities and health conditions related to pregnancy or the physical recovery from childbirth). Consistent with this commitment, the organization will provide reasonable accommodation to otherwise qualified individuals, where appropriate, to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the organization.

The organization encourages employees to suggest specific reasonable. However, Homeward Alliance is not required to make any specific accommodations and may provide an alternative accommodation, to the extent is possible without imposing an undue hardship on the organization.

Some examples of reasonable accommodations include, but are not limited to:

- a. Provision of more frequent or longer break periods.
- b. More frequent restroom, food, or water breaks.
- c. Acquisition or modification of equipment or seating.
- d. Limitations on lifting or assistance with manual labor.
- e. Temporary transfer to a less strenuous or hazardous position if available.

- f. Job restructuring.
- g. Light duty, if available.
- h. Modified work schedule.
- i. Leave of absence.

The organization will not discriminate or retaliate against employees for requesting an accommodation.

Religious Accommodation

Homeward Alliance is dedicated to treating its employees equally and with respect, including recognizing the diversity of religious beliefs. Employees may request an accommodation when their religious beliefs cause a deviation from the organization's dress code or the individual's schedule, basic job duties, or other aspects of employment.

The organization will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that will be considered are cost, the effect that an accommodation will have on current established policies, and the burden on operations (including other employees) when determining a reasonable accommodation.

The organization will not question the validity of a person's belief or discriminate or retaliate against employees for requesting an accommodation.