

AMERICA'S SECOND HARVEST OF THE BIG BEND

Topic:	Personnel	Policies/Procedures Title:	Non-Discrimination
Number:	P104	Date Approved:	5/19/2016
		Date Amended:	

Policy: America's Second Harvest of the Big Bend shall provide equal opportunity to all employees, applicants for employment, volunteers, service recipients and paid personnel. No person shall be discriminated against because of race, color, national origin, sex, age, marital status, military status, religion, gender identity, sexual preference, pregnancy, disability or genetic information. America's Second Harvest of the Big Bend shall comply with the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, as amended, the American with Disabilities Act of 1990 and all other applicable federal, state, and local laws, rules and regulations.

ASHBB work areas shall be free of any behaviors, conduct, actions or interferences that could result in discrimination, insults, intimation or harassment. Anyone found engaging in any type of unlawful discrimination shall be subject to disciplinary action, up to and including termination of employment.

Any person who believes that he or she has been illegally discriminated against may file a complaint with the Human Resources Manager, CEO or Board President without fear of retaliation. Any employee who feels that he or she is being harassed or discriminated against must immediately report the offensive conduct to his or her direct supervisor. However, if the direct supervisor is in any way involved in the alleged inappropriate behavior or is unavailable, the employee shall report the conduct directly to the Human Resources Manager. If the direct supervisor and the Human Resource Manager are involved or are unavailable, the employee shall immediately contact the CEO.

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Topic:	Personnel	Policies/Procedures Title:	Hiring/Equal Employment Opportunity
Number:	P105	Date Approved:	5/19/2016
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Policy: As an Equal Employment Opportunity agency, America's Second Harvest of the Big Bend shall hire individuals on the basis of their qualifications (level of education, knowledge, skill, experience and aptitudes). Employment shall be for no definite term and is considered to be at-will: either party may terminate the relationship at any time and for any reason.

Nothing in this manual shall be construed as altering the employment at-will relationship or as creating an expressed or implied contract or promise concerning the policies and practices that have been implemented or will be implemented in the future.

This Equal Employment Opportunity policy shall apply to all terms, conditions, and privileges of employment, including, but not limited to, recruitment and hiring, probation, training, promotion, demotion, compensation and employee facilities.

The CEO shall be recruited and hired by the Board of Directors in accordance with the bylaws of the organization. The CEO recruits, hires and terminates all other positions.

All employees hired by ASHBB will have a probationary period of 90 days when satisfactory performance must be determined.

Information regarding all open positions shall be made available to present employees through internal postings and advertised as appropriate. The CEO shall have the authority to approve the transfer or promotion of an America's Second Harvest of the Big Bend employee to another position within the agency without the requirement of advertising to fill that vacant position.

ASHBB relies upon the accuracy of information contained in the employment application as well as accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information and data may result in the exclusion of the individual from further consideration for employment or if the person has been hired, termination of employment.

All candidates for a position shall complete an agency application which shall be supplemented by interviews and reference checks. Three reference checks shall be documented prior to employment, including verification of employment, professional, criminal and academic backgrounds. Applicants shall not be made an offer of employment until pre-employment checks are conducted.

New employees shall be given a job description detailing the essential functions of the position for which they were hired. Job descriptions shall in no way be construed as a limitation on the authority of supervisory personnel to assign tasks which are appropriate to the employee's position.