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# Spalding Community Service District

## POLICY HANDBOOK

**POLICY TITLE:** ~~Affirmative Action~~ **Non-Discrimination Policy**  
**POLICY NUMBER:** 2805

### 2805.1 **Non-Discrimination Policy**

It is the policy of the District that there shall be no discrimination based upon race, national origin, religion, sex, physical handicap, veteran's status, or age in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leaves, and any disciplinary or grievance action.

The District shall not discriminate, harass, or retaliate against any applicant, employee, volunteer, contractor, consultant, Board member, participant, beneficiary, resident, customer, or member of the public on the basis of race, religious creed, color, national origin, ancestry, citizenship status, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, reproductive health decision-making, military or veteran status, or any other characteristic protected by federal, state, or local law.

**2805.2** This policy contains two major commitments:

**2805.2.1** — To recognize both a moral and legal obligation to work toward a work force composition reflecting the mix of ethnic minorities and women in the labor markets from which the District draws its staff.

**2805.2.2** — To make a demonstrable and deliberate effort in hiring to solicit applications from minority and women candidates in all cases where their representation is below the labor force standard.

The District is committed to providing equal opportunity in employment practices and equal access to District programs, services, facilities, meetings, activities, and benefits. Employment decisions shall be based solely upon qualifications, merit, competence, performance, and business necessity.

**2805.3** Allegations of wrongdoing, such as arbitrary and discriminatory action, should be made through the "Grievance Procedure", as described in Policy #2067, or complaints to regulatory agencies.

Allegations of discrimination, harassment, retaliation, or violations of this policy may be reported through the District's grievance procedures as described in Policy 2067 or through applicable regulatory agencies. The District shall provide reasonable accommodations and reasonable modifications as required by law and shall take reasonable steps to provide meaningful access to District programs and services.

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