

ENV Services Policies, Procedures, and Guidelines

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY

Policy

ENV Services is committed to providing equal opportunity for its staff free from any discrimination. We conform to all laws, statutes, and regulations concerning equal employment opportunity and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to ally to all job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, Genetic Information and testing, Family Medical Leave, sexual orientation and gender identity or expression, age, marital status, physical or mental disability status, protected veteran status, unfavorable discharge from military, or status as a disabled veteran or veteran of the Vietnam Era.

Further, ENV is committed to a comprehensive program of Affirmative Action to insure access, equity and fairness in employment for minorities, women, and individuals with disabilities, disabled veterans and veterans of the Vietnam Era. Copies of the Affirmative Action Plan are available for inspection during regular business hours in the Human Resources Office.

The Human Resources Department is responsible for administering and monitoring ENV's Affirmative Action Plan, Plan for Diversity and the equal opportunity/affirmative action policies and procedures. Inquiries about or complaints alleging violation of the ENV's equal opportunity/affirmative action policies should be directed to the Human Resources Department.

Sexual Harassment Statement

It is the policy of ENV Services to provide a work environment free from sexual harassment. Sexual harassment is contrary to the standards and mission of ENV. Each member of the ENV community has a responsibility to maintain a work environment free from sexual harassment. Sexual harassment is illegal and will not be tolerated. ENV will take whatever action necessary to prevent, stop, correct, or discipline harassing behavior. Same-sex harassment violates this policy and is subject to discipline under the same procedures.

Sexual harassment is defined by federal and state law as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or other form of expressive communication of a sexual nature, when submission to or rejection of such conduct is used as a basis for employment or academic decisions, or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, humiliating, or sexually offensive work or academic environment. Examples of behavior that could be considered sexual harassment include, but are not limited to, the following:

- A. sexual assault
- B. submission to sexual advances is explicitly or implicitly required as a condition or term of employment, i.e., employment, promotion, letters of recommendation or other privileges
- C. repetitive sexual comments, questions, jokes, gestures or other forms of sexually explicit expression

Any staff employee, who believes he or she is the victim of sexual harassment, should report the incident promptly in the manner most comfortable to him or her. The Grievance Procedures list the various ways to file a complaint.

Non-Discrimination On the Basis of Disability

ENV Services is committed to providing equal access to employment opportunities for individuals with disabilities. ENV recognizes that individuals with disabilities may need reasonable accommodations to have equally effective opportunities to participate in or benefit from ENV services and activities, and to have equal employment opportunities. ENV shall adhere to all applicable federal and state laws, regulations and guidelines with respect to providing reasonable accommodations as necessary to afford equal employment opportunity and equal access to programs for qualified persons with disabilities. Questions regarding reasonable accommodations and/or discrimination on the basis of disability should be directed to Human Resources.