

Big Brothers Big Sisters Affirmative Action, Equal Employment Opportunity, & Nondiscrimination Policy

All employment practices, including recruitment, screening, and hiring, are based on experience, qualifications, abilities, performance, and conduct. We do not discriminate in our employment opportunities on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, genetic information, marital status, veteran status, citizenship, sexual orientation, or any other characteristic protected by law.

Our equal employment opportunity guidelines govern all aspects of employment, including recruiting, hiring, job assignment, compensation, discipline, termination, and access to benefits and training. Your immediate supervisor, Human Resources, and the Chief Executive Officer are all available to discuss any questions or concerns that you may have about any type of discrimination. We want to assure you that, on our team, any concerns or reports of discriminatory behavior can be made without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

- It is the policy of Big Brothers Big Sisters of Tampa Bay to provide equal employment opportunity to all people. We believe that our Agency can best serve the community by employing a diverse workforce, consistent with the makeup of the “Bigs” and “Littles” that we serve. To that end, we are committed to seeking qualified employees at all job levels who reflect diversity in race, color, creed, sex, gender identity and expression, age, national origin, sexual orientation, marital status, religion, disability status, veteran status, citizenship, and other categories protected by law.
- We regularly audit our records, policies and processes, ensuring that all employees get equal consideration in personnel matters including (but not limited to) compensation, training, promotion, termination, etc.
- Our Affirmative Action beliefs and program are common knowledge in our organization. The policy is a key component of our employee guide and is communicated to all relevant audiences on a regular basis. It is publicized in appropriate communication about the organization such as employment ads and is stated in our communication with applications. We also post notices required by the Equal Employment Opportunity Commission (EEOC), the Department of Labor (DOL), the State of Florida, that are required by law in our working areas.
- We are committed to ensuring that no one will be denied the services of BBBS based on race, color, creed, sex, gender identity and expression, sexual orientation, age, national origin, marital status, religion, disability, veteran status, citizenship, and any other category protected by law.

We will take the following actions to ensure this policy remains firmly embedded in our business practices:

- Continue to update the policy, as needed, on an ongoing basis. Develop additional affirmative action programs and internal/external communication techniques as needed;
- Identify, address, and resolve any issues related to this policy in a timely fashion;
- Implement record keeping and audit processes to ensure that we adhere to the principles of this program, communicating status with our Board of Directors. If necessary, establish formal goals to ensure that we are in sync with the latest developments in the equal opportunity area, and that our objectives are attained; and
- Provide reporting to and liaison with compliance agencies as needed.

AMERICANS WITH DISABILITIES ACT

Big Brothers Big Sisters promotes strict adherence to federal, state, and local laws prohibiting discrimination on the basis of physical or mental disability/handicap. Our Agency is committed to ensuring equal employment opportunity to qualified individuals with disabilities. We define an individual with a disability, consistent with the ADA Amendments Act and any other applicable law, as follows:

“Someone having a physical or mental impairment that substantially limits (i.e., materially restricts) one or more major life activities (e.g., walking, speaking, seeing, hearing, performing manual tasks, etc.) or that is regarded as having a disability or has a record of such disability.” A qualified individual with a disability is one who can perform the essential functions of the position which they desire or hold, with or without accommodation. Consistent with legal requirements, our agency will accommodate applicants and employees by making necessary and reasonable changes in the work environment or in the way things are customarily done – as long as these changes do not pose an undue hardship on the agency or alter the essential functions of the job.

Employees or applicants with disabilities who believe they need a reasonable accommodation to perform their jobs should contact their supervisor and/or Human Resources Department. BBBS encourages individuals with disabilities to come forward and request reasonable accommodation.

BBBS hires, places and promotes individuals on the basis of qualifications and merit. It is our policy that all employment practices be free from discrimination of any kind, including discrimination on the basis of real or perceived disability. This applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, promotion, transfer, termination and all other terms and conditions of employment.

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against should immediately notify the Human Resources Department. All such inquiries or complaints will be treated as confidential to the extent permissible by law.