



ELECTRIC WATER SEWER STORMWATER

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www.HANNIBALBPW.org



POLICY:	<u>Non-Discrimination</u>	DEPARTMENT:	<u>All</u>
APPROVED:	<u>Robert W Stevenson</u>	REVIEWED / REVISED:	<u>12/21/12</u>

Description:

The Hannibal Board of Public Works is an Equal Opportunity Employer. We are committed to complying with all federal, state, and local non-discrimination laws. We believe that no person should be discriminated against in his or her employment or terms of employment because of race, religion, color, sex, national origin, ancestry, age, physical or mental disability, sexual orientation, gender identity, genetic information, military or veteran’s status, or any other characteristic protected by law.

Purpose:

It is our purpose and policy to maintain a work environment free of unlawful discrimination for all employees and to ensure equal employment opportunity in all personnel actions and procedures, including, but not limited to, recruitment, hiring, training, transfers, promotions, compensation, benefits and all other terms and conditions of employment.

Scope:

DISABILITY ACCOMMODATION – The Hannibal Board of Public Works is committed to complying with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with protected disabilities, as well as for individuals who are related to or associated with a person with a disability. Reasonable accommodation is available to employees whose disability prevents them from performing any of the essential functions of their job. Any employee with a disability who feels that they need an accommodation in order to perform the essential functions of their job should notify the Human Resources Administrator of the need for an accommodation.

RELIGIOUS ACCOMMODATION – The Board will also make reasonable accommodations for employees who need time off or other arrangements for religious practice or observances. If you wish to request such an accommodation, please speak to your Supervisor.

Guidelines:

Employees with questions or concerns about equal employment issues in the workplace are encouraged to bring these issues to the attention of their supervisor or the Human Resources Administrator. The Board will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Violation of any aspect this policy will lead to discipline, up to and including discharge.

Originated / Revised History

Original – Beverly Stewart – 12/21/12