## Policy 122: Equal Opportunity Employment

Category: Personnel

Covered Individuals: All CEI Employees

##### Approved: 4/26/2023

##### Formerly Approved: 11/13/2019

##### **122.1 POLICY**

CEI is an equal employment opportunity employer. CEI policy prohibits discrimination on the basis of age, race, color, creed, sexual orientation, religion, national origin, physical or mental disability, medical condition, veteran status, or gender. This policy applies to all terms and conditions of employment; including, but not limited to hiring, placement, promotion, termination, layoff, leave of absence, compensation, and training.

CEI is committed to review, monitor, and comply with all aspects of its policies and procedures to ensure that they are in conformity with the requirements of all state and federal nondiscrimination statutes and will identify and remedy those policies, procedures, or practices which may have an adverse impact on an employee in a protected class.

#### 122.2 PROCEDURES

Discrimination based on any of the above categories is strictly prohibited. Any employee who engages in such conduct is subject to appropriate disciplinary action up to and including immediate termination. CEI prohibits any form of retaliation against employees for filing a complaint under this policy or for assisting in a complaint investigation. If you think you are the victim of such discrimination or your work is being unreasonably interrupted by such conduct, it is recommended that you report the conduct following the guidelines described in CEI’s policy regarding harassment and discrimination.

To comply with applicable laws ensuring equal employment to all qualified individuals with disabilities, CEI will make reasonable accommodations for known physical or mental limitations. Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the vice president of human resources. The individual with the disability should specify what accommodation is needed. The Human Resources Department will review the accommodation to determine if it is reasonable and to ensure it will not impose an undue hardship.