

## **NON-DISCRIMINATORY PRACTICES POLICY**

1. Hire Up expressly prohibits discrimination in any form based upon the basis of race, color, national origin, sex, age, disability, religion, or any other protected category;
2. Should anyone ever believe that some form of unlawful discrimination has occurred, you are encouraged to immediately report the incident;
3. Employees who make complaints of discrimination or provide information related to such complaints will be protected against retaliation and we will make every effort to protect the confidentiality of discrimination complaints to the extent practicable;
4. It is our goal to provide a complaint process that provides a prompt, thorough, and impartial investigation. Complaints of discrimination may be made personally or confidentially. Complaints should be set forth in a written statement setting forth in detail the nature of the discriminatory behavior, and submitted to the President, Rebecca Abell at 155 E. Shaw Avenue, Suite 108, Fresno, CA 93710, (559) 579-1331.
5. Hire Up will take prompt immediate and appropriate corrective action when it determines that discrimination and/or retaliation has occurred. Appropriate management personnel will be involved in the discrimination complaint investigation process. The complainant will be notified in writing regarding the status the complaint/investigation, results of the investigation, and any remedial action taken.
6. It is always possible for an employee to report discriminatory behavior to persons outside their chain of management. If for any reason an employee believes that a complaint has not been properly dealt with, acts of discrimination and/or retaliation can be reported to the U.S. Equal Employment Opportunity Commission, with a Fresno local office at 2300 Tulare St., Suite 215, Fresno, CA 93721, telephone (559) 487-5797; or the California Department of Fair Employment and Housing, 2218 Kausen Drive, Suite 100, Elk Grove, CA 95758, (916) 478-7251;
7. When notified of discriminatory or retaliatory conduct, Hire Up disciplinary policies will hold employees and managers accountable for failing to take appropriate action or for engaging in unlawful conduct. Again, each employee is encouraged to immediately report incidents of discrimination or retaliation to their immediate supervisor so that prompt and appropriate corrective action may be taken.