

Section: Personnel Responsibilities

Policy Equal Employment Opportunity

Section #: Handbook - 100

Effective: November, 2020

Supersedes: 4/1992

### Policy:

It is the policy of Reliant Community Federal Credit Union to provide equal opportunity to all persons. Reliant, therefore, has made a commitment to equal employment opportunity through a positive and continuing affirmative action program. No employee or applicant for employment will be discriminated against because of race, color, religion, sex, age, sexual orientation, gender identity, national origin, citizenship status, disability, prior arrest record, military and/or veteran status, marital status, predisposing genetic characteristics, domestic violence victim status, familial status or any other Federal or State legally-protected class. Reliant will recruit, hire, train, and promote qualified individuals in all job titles, and ensure that all other personnel actions are administered without regard to any legally-protected status.

To further implement these policies, Reliant will

- A. Base decisions on employment so as to further the principle of equal employment opportunity;
- B. Ensure that recruiting, hiring, training, promotion, and other employment decisions are in accordance with the principles of equal employment opportunity and are based only on valid job requirements;
- C. Ensure that all personnel actions (including but not limited to compensation, benefits, transfers, layoffs, return from layoffs, company-sponsored training, education, tuition assistance, social and recreational programs) are administered without regard to any Federal or State legally-protected class.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in any of the following activities:

- A. Filing a complaint;
- B. Assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of affirmative action and equal opportunity regulations;
- C. Opposing any act or practice made unlawful by affirmative action and equal opportunity regulations, including Federal, State, and local law;
- D. Exercising any other right protected by affirmative action and equal opportunity regulations.

Kathleen Baker, Human Resources Manager, has been designated EEO Coordinator and is responsible for compliance with State and Federal equal employment opportunity laws, and for implementing Reliant's affirmative action program, including equal employment practices, monitoring, and internal reporting. Employees believing they have not been treated in accordance with this policy are encouraged to contact the EEO Coordinator or any member of executive management during regular business hours. Reliant's affirmative action plan is available for review at the EEO Coordinator's office during the business hours by appointment. Any employee or applicant wishing to self-identify as a protected veteran or individual with a disability, including voluntarily updating their disability status, or to request a reasonable accommodation necessary for the performance of the essential functions of a job, may do so by contacting the EEO Coordinator.

The continued success of Reliant's efforts to ensure equal employment opportunity requires maximum cooperation from every employee throughout our organization. This policy statement has the support of Reliant's Chief Executive Officer, Pamela P. Heald.