



Ohio AIDS Coalition Affirmative Action/Equal Opportunity Policy

Policy

It is the policy of this agency to take affirmative action in accordance with all applicable federal and state laws, rules, regulations and guidelines. This policy prohibits unlawful discrimination or harassment because of race, color, creed, religion, national origin, citizenship, sex, marital status, age, physical or mental disability, one's status as a special disabled veteran or veteran of the Vietnam era, or because of a person's sexual orientation, gender identity characteristics or expression, in any employment decision or in the administration of any personnel policy.

Audience

It is the responsibility of this agency's administration to coordinate, disseminate and enforce this policy and inform any aggrieved persons of the right to contact their State Equal Opportunity Center for assistance. Persons, including office staff, volunteers, and board members who believe that this agency has discriminated against them in employment may file a discrimination complaint. Any willful or deliberate violation of this policy by an office staff member, volunteer or board member of this agency will be cause for appropriate disciplinary action.

Sexual Harassment

Sexual harassment is any unwanted attention of a sexual nature from someone in the work place, which creates discomfort and/or interferes with the job. It can take the form of verbal abuse, such as insults, suggestive comments and demands; leering and subtle forms of pressure for sexual activity; physical aggressiveness such as touching, pinching, patting, lewd pictures, sexual jokes, attempted rape or rape.

Gender Protection

"Gender identity" includes but is not limited to transsexuals. "Gender characteristics" includes but is not limited to intersex. "Gender expression" includes but is not limited to cross dressing. This policy reaches beyond these three narrow categories, protecting people whose gender presentation is nontraditional, including masculine women and feminine men.

Disability Protection

"Disability" includes a physical or mental impairment that substantially limits one or more major life activities, including the function of caring for one's self, performing

manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working; a record of physical or mental impairment, or being regarded as having a physical or mental impairment.

Discrimination Complaint Procedure

Any persons, including office staff, volunteers, and board members who believe that he/she has been subjected to unlawful discrimination has four options for filing a complaint, as set out below.

1. File an informal complaint by contacting the State EEO Hearing manager, in the Division of Hearings, within thirty days of the alleged discriminatory incident. They will investigate the complaint and recommend a solution.
2. File a formal complaint by contacting the State Equal Opportunity Center within thirty days of the alleged discriminatory incident at the following address

**State Equal Opportunity Center
Ohio Department of Administrative Services
Rhodes State Office Tower
30 East Broad St., 18th floor
Columbus, Ohio 43215
(614) 466-8380, FAX # (614) 728-5628**

Complaints filed with the State Equal Opportunity Center are referred to the EEO Hearing Manager, for investigation. Every attempt is made to resolve the matter within one hundred twenty calendar days.

3. File a formal charge with the Ohio Civil Rights Commission within six months of the alleged discriminatory incident.
4. File a formal charge with the Federal Equal Employment Opportunity Commission within three hundred days of the alleged discriminatory incident. *(See the government listing in the telephone directory for current addresses and telephone numbers)*