

Eastern Oklahoma Library System Policy & Procedures

TITLE: Equal Employment Opportunity

EFFECTIVE: 7/01/09

REVISION: 11/14/23

APPROVED BY: Board of Trustees

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PURPOSE: To establish compliance with federal and state equal employment opportunity law and communicate anti-discrimination expectations

POLICY STATEMENT: EOLS is an equal opportunity employer. It is the policy of EOLS to prohibit discrimination of any type and to afford equal opportunity employment to all employees and applicants for employment without regard to race, color, religion, gender/sex, national origin, age, disability, or status as a veteran, sexual orientation, gender identity or expression or any other characteristic protected by federal, state or local laws. This policy applies to all terms and condition of employment, including but not limited to hiring, placement, promotion, training, transfer, working conditions, leaves of absences, compensation & benefits, or termination at all EOLS locations.

EOLS prohibits any form of unlawful employee harassment based on any protected characteristic listed in the previous paragraph. Refer to the Anti-Harassment policy for specific details.

PROCEDURES:

1. EEO posters are displayed at each library location visible to employees and applicants.
2. Recruitment advertising for job applicants includes the EEO designation.
3. Job applications and the EOLS website includes the EEO commitment statement.
4. Employees are expected to report to a member of management (Branch Manager, Supervisor, Business Office Manager or Executive Director) any apparent discrimination or harassment.
5. EOLS has a strict “no retaliation” policy to protect any individual who reports potential discrimination or harassment. EOLS has a Fair Treatment Procedure for employees to report concerns. Employees may also communicate concerns directly to his/her supervisor/manager, or any member EOLS management.
6. EOLS EEO/Anti-Harassment policies are communicated and distributed to all employees as part of the employment process.
7. All complaints of alleged violations are taken seriously and investigated.
8. Disciplinary action, up to and including termination, will be taken against anyone found to be in violation of this policy.