

The Olmsted Community Center is dedicated to creating a welcoming and inclusive environment for all individuals. This Non-Discrimination Policy ensures that all members, staff, volunteers, and visitors are treated with dignity and respect, regardless of personal characteristics or identities.

### **Policy Statement:**

The Olmsted Community Center strictly prohibits discrimination based on race, color, creed, ethnicity, religion, national origin, sex, age, disability, sexual orientation, gender identity, or any other characteristic protected by applicable law. This policy is applicable to all aspects of our operations, including but not limited to employment, program participation, and access to facilities.

### **Scope:**

This policy applies to:

- **Employment Practices:** Recruitment, hiring, training, promotions, compensation, benefits, and all other terms and conditions of employment.
- **Programs and Services:** All programs, activities, and services offered by the Community Center, including access to facilities and participation in events.
- **Interactions:** Conduct between staff, volunteers, members, and visitors within the Community Center.

### **Procedures:**

1. **Harassment and Discrimination:** Any form of harassment or discrimination based on race, color, creed, ethnicity, religion, national origin, sex, age, disability, sexual orientation, gender identity, or other protected characteristics will not be tolerated. This includes verbal, physical, and written conduct that creates a hostile or intimidating environment.
2. **Complaint Process:** Individuals who believe they have been subjected to discrimination or harassment should report the incident to the designated Equal Opportunity Officer or through the established grievance procedure. All complaints will be investigated promptly and thoroughly, and appropriate corrective action will be taken as needed.
3. **Retaliation:** Retaliation against individuals who file complaints or participate in investigations under this policy is strictly prohibited. Any form of retaliation will be met with disciplinary action.
4. **Training:** All staff, volunteers, and board members will receive training on this policy and on best practices for fostering an inclusive environment.

### **Commitment:**

The Olmsted Community Center is committed to maintaining an environment where diversity is celebrated, and every individual is valued and respected. We will continuously review and update this policy to ensure compliance with applicable laws and best practices.

**Contact Information:**

For any questions, concerns, or to report an issue related to this policy, please contact:

**Equal Opportunity Officer:**

Donna Winter

**Address:**

Olmsted Community Center  
8170 Mapleway Drive, Olmsted Falls, Ohio 44130

**Effective Date:** 9/24

**Review Date:** 9/24

This policy will be reviewed annually and updated as necessary to reflect changes in laws, regulations, and best practices.