

# **ANTI-DISCRIMINATION**

(ref. 16.130E)

## **Policy**

F.R.I.E.N.D.S. of Broomfield, Inc., Inc. believes that equal opportunity is important for the continuing success of our organization. In accordance with state, federal, and municipal laws, this agency intends to comply with these laws which preclude negative discrimination because of race, disability, color, creed, religion, gender, age, sexual orientation, national origin, ancestry, citizenship, military status or any other protected classification. This policy applies to all activities of F.R.I.E.N.D.S of Broomfield, Inc., including but not limited to employment, selection of volunteers, purchasing, participants and selection of consultants. F.R.I.E.N.D.S. of Broomfield, Inc., Inc. defines “negative discrimination” to include (but not limited to) denial of services, employment, participation in programs, or volunteer opportunities to any class of individuals in a manner that negatively restricts opportunities to that class of individuals.

## **Procedure**

### **Participants**

- Referrals will be considered on a first-come / first-serve basis.
- F.R.I.E.N.D.S. of Broomfield, Inc., Inc. does not maintain a waiting list but participants are free to request services and supports at any time.
- An Individual Services and Supports Plan (ISSP) must accompany each referral or request for services.
- Participants will be evaluated and welcomed according to the ability of F.R.I.E.N.D.S. of Broomfield, Inc., Inc. to meet ISSP goals.
- Participants will be evaluated and welcomed according to the ability of F.R.I.E.N.D.S. of Broomfield, Inc., Inc. to meet health and safety needs.

### **Employment**

- Employment will be open to all individuals regardless of race, disability, color, creed, religion, gender, age, sexual orientation, national origin, ancestry, citizenship, military status or any other protected classification.
- Employment will be considered after F.R.I.E.N.D.S. of Broomfield, Inc., Inc. receives a completed application with references.
- F.R.I.E.N.D.S. of Broomfield, Inc., Inc. will conduct reference and background checks prior to employment.

- Before employing any individual to provide direct consumer care or services in the home, F.R.I.E.N.D.S. of Broomfield, Inc. shall contact the Colorado Department of Regulatory Agencies (DORA) to verify whether a license, registration or certification exists and is in good standing. A copy of the inquiry shall be placed in the individual's personnel file.
- F.R.I.E.N.D.S. of Broomfield, Inc., will evaluate hiring based on completed application, references, background screening results, face to face/phone interviews and overall qualifications.
- F.R.I.E.N.D.S. of Broomfield, Inc. reserves the right to deny employment for any individual determined to be a health and safety risk to a consumer. Background screening results, DORA checks, references, and face-to-face/phone interviews will be utilized to determine employment.