

## **A-3: Equal Employment and ADA**

POLICY NAME: Equal Employment, Americans with Disabilities Act

POLICY NO: A-3

DATE INITIATED: 07/01/2019

DATE AMENDED:

The Arc Eastern Connecticut is committed to equal opportunity in employment and training for all individuals regardless of race, color, national or ethnic origin, gender, age, disability (mental or physical) military experience, religion, sexual preference, gender expression/identity, or marital status.

The policy of equal employment applies to all aspects of the employer/employee relationship, including but not limited to, recruitment, hiring, training, promotions and demotions, performance appraisals, benefits and compensation, discipline, layoffs and terminations.

### **Americans With Disabilities Act**

The Arc Eastern Connecticut enthusiastically implements the policies of the Americans with Disabilities Act. The ADA prohibits discrimination against persons with disabilities in employment, transportation, public accommodations and telecommunications. In accordance with the ADA, The Arc Eastern Connecticut will provide reasonable accommodations to employees who, because of physical or mental disabilities, require such accommodations in order to perform their job functions. Any employee who believes that he or she requires accommodations of a disability should bring this matter to the attention of his or her supervisor or the Human Resource Department

### **Immigration Law Compliance**

All offers of employment are contingent on verification of the candidate's right to work in the United States. On the first day of employment, every new employee will be asked to provide original documents verifying his or her right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form and to provide appropriate documentation.