

## non-discrimination administrative policy

It is the policy of **ywca clark county (ywca)** that no person shall be subject to discrimination by this agency or through its contractors for any reason, including, but not limited to: race, ancestry, color, age, gender, national origin, sexual orientation, religion, marital status, veteran status, or the presence or suspicion of any physical, mental or sensory limitation or HIV/AIDS.

Procedures are therefore established to implement the provisions of non-discrimination within every aspect of **ywca** employment, programs, practices and activities in accordance with federal and state laws and regulations. Their intent is to maintain the highest standards of accessibility and eliminate artificial barriers that exclude participation, assuring access to employment, volunteer opportunities and delivery of program services without discrimination. A firm commitment to equal employment opportunity is also inherent in this policy.

### **YWCA CLARK COUNTY NON-DISCRIMINATION ADMINISTRATIVE POLICY**

Although our board-approved anti-discrimination policy and personnel policies can be interpreted to include clients and volunteers, it is considered “best practice” to make this an explicit policy statement. Further, as a service organization advocating for the elimination of oppression, it is an essential communication.

We believe diversity strengthens and empowers us to build a meaningful and healthy organization and community. We support fostering an environment that values our differences and embraces the skills and talents that each person possesses. It is the purpose of this administrative policy to guard against the occurrence of any discriminatory actions within the agency and to ensure that all **ywca** policies and practices respect individual choice and diversity.

#### Procedures:

1. **ywca** shall promote the right of all people to request services provided within the context of its mission.
2. **ywca** shall encourage all qualified persons in the employment process, ensuring equal treatment in recruiting, hiring, training, compensation, benefits, promotion, transfer, termination, lay-off, reduction in force, or any other terms or conditions of employment.
3. **ywca** shall define and enhance programs to ensure equal participation and access, never cultivating different or separate aid, benefits, or services to an individual or class of persons unless doing so is necessary to ensure the effectiveness of that person’s participation.
4. **ywca** shall monitor its performance in providing equitable levels and proportionate access to the agency’s services by all potential recipients.

5. **ywca** shall eliminate and continually screen-out any criteria or methods that subject persons to discrimination or have the effect of defeating or hindering the achievements of its mission, policies and/or procedures. A quality assurance statement will be posted in our lobby:  
*“ywca clark county strives to provide the highest quality services possible and to treat all participants, volunteers, staff and supporters with ultimate respect for individual choice and diversity. If you have a concern or compliment about our work, we would like to hear from you. Please provide us your comments via our “Suggestion Box” in the lobby or via email at [www.ywcaclarkcounty.org](http://www.ywcaclarkcounty.org), “Quality Assurance”.*
6. **ywca** shall prohibit the distribution or display of materials that harass or make derogatory comments.
7. **ywca** shall support any qualified person in the opportunity to participate as a volunteer or as a member of the Board of Directors or on an advisory committee.
8. **ywca** shall partner and contract with only those organizations and companies that give equal access and accommodation to all who wish to participate.
9. **ywca** shall not provide assistance to or do business with any organization or company that aids and perpetuates discrimination against any category of people.

#### **CROSS – REFERENCES**

Board Anti-Discrimination Policy

Personnel Policies:

Code of Ethics

Equal Opportunity Employment Policy

Affirmative Action Policy

Harassment Policy