

Equal Employment Opportunity (EEO) Policy

Policy

The Arc of Northern Virginia is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

Process

When The Arc of Northern Virginia will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our organization. If you need assistance to perform your job duties because of a physical or mental disability, please let your supervisor know.

The Arc of Northern Virginia will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the organization's operations. If you wish to request such an accommodation, please speak to your supervisor.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of their supervisor.

Note: If your supervisor is the person toward whom the concern is directed, you should contact any higher level manager in your reporting chain. If the person toward whom the concern is directed is the Executive Director, you should contact the President of the Board of Directors. The organization will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy will lead to discipline, up to and including discharge. All employees must cooperate with all investigations.

For more information, please contact:

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