

Sample Fair Chance Hiring Policy

(Our organization) formally adopts a policy of equal opportunity and non-discrimination in employment for all personnel, and in grant making, training, and volunteer opportunities (including Board membership), and all other programs and activities.

This statement reaffirms that it is (our organization's) policy to be an equal opportunity employer, and to recruit, hire, train, and promote at all levels the most qualified applicants without regard for race, national origin, age, religion, gender, transgender/transsexual identity, sexual orientation, marital status, HIV status, economic class, educational background, physical or mental disability, medical condition, status as a veteran, or past convictions or incarceration. (These factors shall be known collectively as Status Factors.) All employment decisions will be made on the basis of individual qualifications as related to the requirements of a particular job position. All other personnel decisions, such as compensation, benefits, layoffs, recall, staff development, and training will be administered without regard to any Status Factors listed above. In keeping with this policy, the Director of Administration and Finance will be the EEO coordinator for the agency, and will have overall responsible for the implementation and monitoring of the equal employment opportunity policy of (our organization).

All applicants for funding must certify, by submitting a copy of their non-discrimination statement, that they do not discriminate and provide equal opportunity in their hiring and access to their programs and activities on the basis of the Status Factors. (Organizations may target services to a specific population when the targeted groups require specialized programs to meet specific needs not shared by the general population. Additionally, an organization may provide targeted programs or services to redress current or past discrimination against a group.)

In all areas of employment, (our organization) seeks to comply with all applicable federal and state laws and guidelines, including Title VI and VII of the Civil Rights Act of 1964; Executive Order 11246 of 1965 as amended by Executive Order 11375 of 1967; and Section 504 of the Rehabilitation Act of 1973, as amended.