

**Literacy Council of Frederick County**  
**Non-Discrimination Policy**

**Equal Employment Opportunity/Non-Discrimination**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Literacy Council are based on merit, qualifications and abilities. The Literacy Council does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status or family responsibility, genetic information, national origin, age, veteran status, mental or physical disability or any other characteristic protected by state, local, or federal law. This policy applies to hiring, training, promotion, compensation, disciplinary measures, and all other personnel actions and conditions of employment. All employees of the organization are expected to comply with our Equal Employment Opportunity policy.

Employees who feel that they have not been treated according to this policy should immediately contact their supervisor or a member of Management. For purposes of this document, Management means the Executive Director, and then the Board President. The organization strictly prohibits retaliation against anyone who files a good faith complaint or who participates truthfully in an investigation related to this Equal Employment Opportunity policy. Anyone found to have retaliated against someone who files a good faith complaint or participates truthfully in an organization investigation will be subject to corrective action, up to and including termination of employment. Employees who believe they are being retaliated against should immediately contact a member of Management.