

Sewa Senior Care

Equal Employment Opportunity Policy

Purpose:

Sewa Senior Care is dedicated to nurturing a work environment where respect and dignity are paramount for everyone. We aim to establish a diverse workplace reflective of our community, where each individual has the opportunity to achieve success based on merit and performance. As a commitment to maintaining a fair and respectful work environment, we adhere to Section 2-102(K)(1) of the Illinois Human Rights Act. This involves prominently displaying notices that outline employees' rights to be free from unlawful discrimination, sexual harassment, and entitlement to certain reasonable accommodations. These notices are strategically placed in common areas where employee notifications are typically posted, providing clear information on how to file a charge of discrimination as part of our continuous effort to keep our employees well-informed about their rights and available resources.

Scope:

This policy encompasses all aspects of employment at Sewa Senior Care, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, compensation, training, employee development, performance evaluations, and termination processes.

Policy:

1. Non-Discrimination:

Sewa Senior Care strictly prohibits discrimination against any employee or applicant based on race, color, religion, sex, national origin, age (40 and older), disability, military status, unfavorable discharge from military service, marital status, sexual orientation (including

gender identity), order of protection status, genetic predisposition, or any other classification protected by law in any facet of the employment relationship.

2. Harassment-Free Workplace:

We maintain a zero-tolerance policy towards all forms of harassment, including sexual harassment. This applies to behaviors from anyone in the work environment, whether they be vendors, customers, or other business associates. All incidents of harassment are taken seriously and addressed promptly.

3. Reasonable Accommodation:

In accordance with the Americans with Disabilities Act (ADA) and the Illinois Human Rights Act, we commit to providing reasonable accommodations for qualified individuals with disabilities, unless doing so would cause undue hardship to our operations. Employees or candidates in need of accommodations are encouraged to contact the Human Resources department.

4. Complaint Procedure:

Reporting: Employees or applicants who experience any form of discrimination or harassment are urged to report the incident immediately to their supervisor, Human Resources, or any member of management.

Investigation: All complaints are investigated promptly, thoroughly, and impartially, ensuring confidentiality to the fullest extent permitted by law.

Resolution: We will take appropriate corrective action against anyone found in violation of our policies, up to and including termination of employment.

5. Retaliation Prohibition:

No person will suffer discrimination, harassment, dismissal, or retaliation for making a complaint or assisting in an investigation. We are committed to protecting all participants and witnesses from retaliation in accordance with this policy and Illinois law.

6. Training and Communication:

Training: Regular training on this EEO policy and harassment prevention will be provided to all employees, with additional specialized training for supervisors and managers.

Communication: This policy will be distributed to all employees and visibly posted across all Sewa Senior Care locations as well as on our company website.

7. Responsibility and Enforcement:

The Human Resources department is responsible for the oversight and implementation of this policy. Regular monitoring and reporting will be conducted to ensure compliance with our policy and applicable laws.

8. State Law Requirements:

This policy complies with the Illinois Department of Human Rights' regulations, ensuring adherence to local laws that provide additional protections.

9. Notices:

As part of our commitment to legal compliance and maintaining an inclusive and respectful workplace, Sewa Senior Care ensures that all legally required notices, including those from the Illinois Department of Human Rights, are conspicuously posted within our facilities. These notices provide essential information about your rights under Illinois law, including protections against discrimination and harassment, and procedures for addressing potential violations.

By strengthening the detail and clarity of each section, this revised policy offers comprehensive guidance to ensure all employees understand their rights and responsibilities within a legally compliant and supportive work environment.

Conclusion:

Sewa Senior Care's commitment to equality and diversity is a principal element of our corporate ethos. By embracing diversity and providing equal opportunities, we enrich our team and enhance the services we provide to our clients.