

## **General Personnel**

### **Equal Employment Opportunity and Minority Recruitment**

The Cooperative shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, pregnancy, childbirth, or related medical conditions, credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position, or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

### **Administrative Implementation**

The Executive Director shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the Cooperative's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Executive Director or a Complaint Manager for the Uniform Grievance Procedure. The Executive Director shall insert into this policy the names, addresses, and telephone numbers of the Cooperative's current Nondiscrimination Coordinator and Complaint Managers.

**Nondiscrimination Coordinator:**

Name: Jim T. Nelson  
 Address: NDSEC  
 132 E. Pine Ave., Roselle, IL 60172  
 Email: jnelson@ndsec.org  
 Telephone: 630-894-0490 ext. 1305

**Complaint Managers:**

Name: Todd Putnam	Name: Reiley Straub
Address: NDSEC	Address: NDSEC
132 E. Pine Ave.	132 E. Pine Ave.
Roselle, IL 60172	Roselle, IL 60172
Email: tputnam@ndsec.org	Email: rstraub@ndsec.org
Telephone: 630-894-0490 ext. 1308	Telephone: 630-894-0490 ext. 1304

The Executive Director shall also use reasonable measures to inform staff members and applicants that the Cooperative is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

**Minority Recruitment**

The Cooperative will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the Cooperative to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.  
 Americans With Disabilities Act, Title I, 42 U.S.C. § 12111 et seq.  
 Civil Rights Act of 1991, 42 U.S.C. §1981 et seq.  
 Equal Employment Opportunities Act (Title VII of the Civil Rights Act of 1964), 42 U.S.C. §2000e et seq., 29 C.F.R. Part 1601.

Equal Pay Act, 29 U.S.C. § 206(d).  
 Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.  
 Immigration Reform and Control Act, 8 U.S.C. § 1324a et seq.  
 Rehabilitation Act of 1973, 29 U.S.C. § 791 et seq.  
 Title VI of the Civil Rights Act, of 1964 42 U.S.C.-§ 2000d et seq.  
 Pregnancy Discrimination Act, 42. U.S.C. §2000e(k).  
 Title IX of the Education Amendments, 20 U.S.C. § 1681 et seq., 34 C.F.R. Part 106.  
 Uniformed Services Employment and Reemployment Rights Act (1994), 38 U.S.C. §§4301 et seq.  
Ill. Constitution, Art I §§17, 18, and 19  
 105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.  
 Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/40.  
 Genetic Information Protection Act, 410 ILCS 513/25.  
 Ill. Whistleblower Act 740 ILCS 174 et seq.  
 Ill. Human Rights Act, 775 ILCS 5/1-103 and 5/2-102.  
 Religious Freedom Restoration Act, 775 ILCS 35/5.  
 Right to Privacy in the Workplace Act, 820 ILCS 55/10.  
 Employee Credit Privacy Act, 820 ILCS 70/.  
 Ill. Equal Pay Act of 2003, .820 ILCS 112/.  
 Victims' Economic Security and Safety Act, 820 ILCS 180/30.  
 Nursing Mothers in the Workplace Act, 820 ILCS 260.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Sexual Harassment), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; Tobacco Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Preventing Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

Adopted: 5/8/2000  
 Revised: 11/15/2004  
 Revised: 3/13/2006  
 Revised: 9/14/2009  
 Revised: 3/8/2010  
 Revised: 3/14/2011  
 Revised: 11/12/2012  
 Revised: 9/8/2014  
 Revised: 4/13/2015  
 Revised: 5/8/2017