



EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION STATEMENTS

Tejano Center is an equal employment opportunity employer. We are committed to maximizing the utilization of all human capital and achieving equal employment opportunities for all qualified applicants. We wish to reaffirm this commitment and bring to the attention of the staff that these objectives are reflected in all aspects of our daily operations. Equal employment opportunities for all employees are ensured through Tejano Center's policies regarding recruiting, hiring, compensation, benefits, transfers, training, promotions, layoffs, and rehires.

The organization will continue to recruit, hire, train, and promote in all job titles without discrimination with regard to race, color, religion, national origin, sex, age, or disability, as required by federal law. Furthermore, qualified military veterans are encouraged to apply for positions within the organization. Each person working at Tejano Center is evaluated based on personal skill and merit. The organization works hard to ensure that both the spirit and intent of the laws prohibiting discrimination are fully implemented in all working relationships.

Every effort will be made to ensure that all employment decisions, company programs, and personnel actions conform to the principle of equal employment opportunities. Every employee has the responsibility to support these objectives and to ensure that this policy is fully implemented within the organization. A manager must actively discourage anyone from telling racial, ethnic, or sexual jokes, which can be offensive to others. All employees should, of course, be treated in an equal manner. Any form of discrimination will not be tolerated, and employees who violate the rights of others will be dealt with accordingly. All employees have the right to work in a discrimination-free workplace.

Tejano Center aims to resolve equal employment complaints promptly and fairly. If an employee feels improperly treated, their manager should discuss the matter in private with that individual. Great care should be taken to listen to the employee's concerns and respond to them honestly and sensitively.

Employees have the right to seek assistance or guidance from Human Resources at any time.

Employees and members of management must abide by Tejano Center's nondiscrimination policy. Everyone can support Tejano Center's nondiscrimination policy through inspirational leadership and personal example.

Questions regarding Tejano Center's equal employment opportunity policy and nondiscrimination policy should be directed to department managers or Human Resources.

Tejano Center for Community Concerns / Raul Yzaguirre Schools for Success
Employee Handbook (Board Approved: July 25, 2023)

