



Non-Discrimination Policy

Organization

Homeless Intervention Service of Orange County (HIS-OC) is an equitable place to work. To ensure this, HIS-OC has contracted with an HR Employee Relations Coordinator, a Strategic Planning Consultant, and a DE&I Consultant. As a result, the organization's HR Director and Executive Leadership have created multiple initiatives and programs to uplevel staff satisfaction and quality of work life. These include a comprehensive compensation philosophy, pay transparency, ensuring the same amount of PTO for all staff regardless of seniority, incorporate accommodation packages as needed based on case by case. A percentage pay increase for use of a second language, 5 mental health days, provide/enroll or refer to professional development training as required or needed to ensure employees have the necessary equity to meet equality, "Bonus Bucks" policy, access to health insurance, and 401k.

Also, HIS-OC has adopted the process of updating Board of Director members as they term out to reflect that we are transitioning to Diversity, Equity, and Inclusion. HIS-OC continually incorporates additional administrative competence. Through this, the organization is firmly committed to maintaining and expanding its positive company culture by fulfilling the following:

- Continued training in Diversity Equity & Inclusion
- Access to Employee Relations Coordinator who has a DE&I certification background.

Employees

HIS-OC Provide equal employment opportunities to all qualified persons and recruit, hire, train, terminate, promote, and compensate persons in all jobs without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information or characteristics, protected veteran status, or other protected classifications in accordance with federal law. HIS-OC also administers personnel actions in areas such as compensation, benefits, transfers, layoffs and recalls, organization-sponsored education training, and social and recreational programs to ensure that no team members are discriminated against.

Ensure employment decisions are made in furtherance of the objective of equal employment including, but not limited to:

- Recruitment and selection – Recruitment and hiring of all personnel is accomplished without discrimination against any individual whose status is protected by applicable state or local law.
- Promotion – Individuals will be upgraded and promoted based on their abilities, skills, and experience. The organization will undertake good faith efforts to ensure that minority and women team members, disabled individuals, and covered veterans,



- who are qualified, as well as those who become qualified through training, are considered for promotion.
- Transfers – When vacancies occur, the organization will make every good faith effort to effect transfers of qualified minority and women team members, disabled individuals, and covered veterans, into areas where such team members may have been or may now be underutilized.
 - Terminations – When reductions in organization work force occur, they will be based on nondiscriminatory factors and make every good faith effort to ensure that minorities and women, disabled individuals, and covered veterans are treated in a nondiscriminatory manner.

Applicants and team members will not be subjected to harassment, intimidation, or any type of retaliation because they have:

1. Filed a complaint.
2. Assisted or participated in an investigation, compliance review, or any other activity related to the administration of any federal, state, or local law requiring equal employment opportunity.
3. Opposed any act or practice made unlawful by any federal, state, or local law requiring equal opportunity; or
4. Exercised any other legal right protected by federal, state, or local law requiring equal opportunity.
- 5.

Delivery of Services

Homeless Intervention Services of Orange County exercises advocacy through the delivery of radical hospitality to all we serve. HIS-OC expectation of services are monitored through program compliance, financial audits, and consumer surveys. These processes ensure that the organization is meeting contract obligations, financial reliability, and consumer's feedback. HIS-OC does not discriminate and delivers full transparency of expectation for program enrollments. Privacy is maintained through secure database and the practice use of consents to share allow for collaboration.