

2.01 EQUAL EMPLOYMENT OPPORTUNITY

FLC and FCCNS are committed to a policy of Equal Employment Opportunity with respect to all employees, applicants and interns for employment. The Church prohibits discrimination against qualified employees, interns and applicants in all aspects of employment including, but not limited to: recruitment, hiring, evaluation, compensation, promotion, job assignments, transfers, demotions, training, leaves of absence, layoff, benefits, termination, and employer-sponsored activities, including social and recreational programs. Employment decisions will be made without regard to an applicant's, employee's or intern's actual or perceived: race, color, sex, age, disability, religion*, citizenship, national origin, ancestry, military status or veteran status, marital status, sexual orientation, status as a victim of domestic violence, stalking or sex offenses, predisposing genetic characteristics and genetic information, and any other status protected by law.

*

FLC and FCCNS processes will be done in accordance with applicable federal and state employment laws. Staffing will be done with the knowledge that The Lutheran Church - Missouri Synod, and its entities are exempt from the provisions of the Civil Rights Act of 1964 which prohibits discrimination based on religion, and therefore the congregation retains the right under federal law to show preference in hiring persons who reflect our religious teachings and beliefs.

PRACTICES

This policy is observed in all employment practices, including, but not limited to: recruitment, hiring, evaluation, compensation, promotion, job assignments, transfers, demotions, training, leaves of absence, layoff, benefits, termination, and employer-sponsored activities, including social and recreational programs and on-the-job treatment of individuals.

DECISIONS

Decisions regarding all employment practices and terms of employment, including, but not limited to: recruitment, hiring, evaluation, compensation, promotion, job assignments, transfers, demotions, training, leaves of absence, layoff, benefits, termination and employer-sponsored activities, including social and recreational programs, will be made in accordance with this policy.

MANAGEMENT RESPONSIBILITIES

All members of management are responsible for understanding our Organization's commitment to this policy and ensuring this policy is carried out. Supervisors are responsible for immediately reporting and responding to a discrimination complaint. It is critical that any reference to discrimination, whether formal or informal, is taken seriously.

January 2015

REASONABLE ACCOMMODATIONS

The Organization will endeavor to make reasonable accommodations for the known physical or mental limitations of a qualified applicant, intern or employee with a disability, unless doing so would result in an undue hardship to the company. If you believe you need assistance to perform your job duties because of a physical or mental condition, please let the **Pastor or his delegate (for employees of FLC) or Executive Director or their delegate (for employees of FCCNS)** know.

QUESTIONS AND COMPLAINTS

Questions regarding the administration of this policy, or a complaint regarding Equal Employment Opportunity, should be directed to the employee's or intern's supervisor or to Human Resources. The Organization will promptly and thoroughly investigate all complaints. Confidentiality will be maintained to the greatest degree possible, consistent with the Organization's obligation to thoroughly investigate the complaint.

If not satisfied with the resolution, an employee or intern may pursue an appeal. Appeals will generally follow the steps outlined in the Open Communication policy. (See Section 3.09 OPEN COMMUNICATION & GRIEVANCE PROCEDURES)

NO RETALIATION

It is the policy of FLC and FCCNS that any employee or intern who makes or participates in the investigation of a discrimination complaint will not be retaliated against in any way. Employees or interns who feel that they have been retaliated against for such activity should immediately contact the Human Resources.