

**TESFA INTERNATIONAL SCHOOL  
EQUAL EMPLOYMENT OPPORTUNITY (401)**

**I. PURPOSE**

The purpose of this policy is to provide equal employment opportunity for all applicants for Tesfa International School employment and Tesfa International School employees.

**II. GENERAL STATEMENT OF POLICY**

- A. It is Tesfa International School's policy to provide equal employment opportunity for all applicants and employees. Tesfa International School does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status. Tesfa International School also makes reasonable accommodations for disabled employees.
- B. Tesfa International School prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and Tesfa International School's internal procedures for addressing complaints of harassment, please refer to Tesfa International School's policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment.
- D. It is the responsibility of every Tesfa International School employee to follow this policy.
- E. Any person having any questions regarding this policy should discuss it with the school director.

*Adopted: 8/11/2014  
Reviewed: 10/30/2017*