



Non-Discrimination and Grievance Policies

NON-DISCRIMINATION – Hiring, Employment, Volunteering

Acorn Acres Wildlife Rehabilitation (AAWR) is an Equal Employment Opportunity employer/organization.

It is the policy of AAWR not to discriminate against any employee or applicant for employment or volunteer position on the basis of sex, gender; gender identity; gender expression; race; color; national origin; religion; creed; age; disability; citizenship; marital or domestic partnership status; sexual orientation; genetic predisposition; military or veteran status; or any other characteristic protected by federal, state or local law, rule or regulation.

Accordingly, all recruiting, hiring and promoting for all job/volunteer opportunities is made without regard to sex, gender; gender identity; gender expression; race; color; national origin; religion; creed; age; disability; citizenship; marital or domestic partnership status; sexual orientation; genetic predisposition; military or veteran status; or any other characteristic protected by federal, state or local law, rule or regulation.

Only valid requirements for promotional opportunities are imposed. AAWR makes every effort to ensure that all personnel actions, such as compensation, benefits, recruitment, transfer, promotions, layoffs, rehires from layoffs, company/organization sponsored training, education programs, company/organization sponsored social recreational programs and use of company/organization facilities, will be administered without regard to sex, gender or gender identity; race; color; national origin; religion; creed; age; disability; citizenship; marital or domestic partnership status; sexual orientation; genetic predisposition; military or veteran status; or any other characteristic protected by federal, state or local law, rule or regulation.

Non-Discrimination and Grievance Policies

GRIEVANCES

A grievance is considered anything that an employee or volunteer of AAWR considers unfair, unlawful, or otherwise is a substantial impediment to them as an employee/volunteer. It must be a matter that is within AAWR authority to resolve.

This procedure has been developed to ensure fair and equitable consideration issues. It is the understanding that if an employee/volunteer chooses other courses toward personal satisfaction, such as civil action, this procedure is immediately void except where the employee's/volunteer's action is taken under the EEOC, PA Human Relations Commission, or a local human rights agency.

When an employee/volunteer believes a policy or procedure of AAWR is not being fairly applied to them, they may request a conference with their immediate supervisor to discuss the problem within five (5) working days.

1. If the employee/volunteer feels that the supervisor has not initiated a resolution to the problem, he or she may request a meeting with the President. This request must be submitted within three (3) days and contain the written statement of the grievance and the written supervisor's decision from above. The meeting shall be arranged, and a written decision rendered.
2. Should the employee/volunteer feel the issue is still not resolved after meeting with the President, he or she may take the issue to the Executive Committee.
3. The Executive Committee's decision is final.