**Equal Employment Opportunity for Individuals with Disabilities and Protected Veterans**

**Purpose:** It is the intent of this policy to describe commitment to Equal Employment Opportunity for Individuals with Disabilities and Protected Veterans

**Policy:** It is the policy of CDS not to discriminate against any employee or applicant for employment because he or she is an individual with a disability or a protected veteran, (i.e., disabled veteran, Armed Forces service medal veteran, recently separated veteran, or other veteran who served during a war, or in a campaign or expedition for which a campaign badge has been authorized). It is also the policy of our organization to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

**Procedure and/or Process:**

This policy shall apply to all employment actions, including, but not limited to recruitment, hiring, upgrading, promotion, demotion, transfer, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, at all levels of employment.

Employees and applicants of CDS will not be subject to harassment on the basis of disability or status as a protected veteran. Additionally, retaliation, including intimidation, threats, or coercion, because an employee or applicant has objected to discrimination, engaged or may engage in filing a complaint, assisted in a review, investigation, or hearing or have otherwise sought to obtain their legal rights under any Federal, State or local EEO law regarding individuals with disabilities or protected veterans is prohibited.

CDS is committed to the principles of Affirmative Action and Equal Employment Opportunity. In order to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the organization, the Chief Operations Officer (COO) serves as Equal Employment Opportunity Coordinator for CDS. The COO will be to establish and maintain an internal audit and reporting system to allow for effective measurement of our programs.

In furtherance of our policy regarding Affirmative Action and Equal Employment Opportunity, we have developed a written Affirmative Action Program which sets forth the policies, practices and procedures that we are committed to in order to ensure that our policy of nondiscrimination and affirmative action for qualified individuals with disabilities and qualified protected veterans is accomplished. This Affirmative Action Program is available for inspection by any employee or applicant for employment upon request, during normal business hours, in our Human Resources Department. Interested persons should contact the Chief Operations Officer for assistance.