



DEVINE DESIGN LANDSCAPE & LAWN
MAINTENANCE, INC.

EQUAL OPPORTUNITY EMPLOYMENT POLICY

REVISED 2017

EQUAL OPPORTUNITY POLICY

NONDISCRIMINATION

Devine Design recognizes all protected classes and welcomes all qualified persons. We will not discriminate, harass, dismiss or refuse to hire anyone due to the following;

- Race
- Color
- Religion
- Sex
- Sexual orientation
- Gender Identity
- National Origin
- Familial Status
- Disability
- Age (over 40)
- Genetic Information

ENVIRONMENT

Devine Design will not tolerate any behavior such as harassment, discrimination or prejudice in the workplace for any reason. All employees will be treated equally. Promotions, raises awards, recognitions and disciplinary action shall be based solely on performance and compliance to policy using the same uniform system for each individual.

HIRING

All potential employees will go through the same screening process to evaluate qualifications and company needs only. We will continue to foster a diverse workforce and a positive team atmosphere that complies with all federal regulation.

COMPLAINTS

Employees will have the right to and be encouraged to report any violation of policy to their Supervisor. All concerns shall be addressed promptly, an investigation conducted, and disciplinary action taken as needed. Retaliation of any sort for reporting such incidents will not be tolerated and termination may occur if the accused party is found to be guilty of such an act.

MANAGEMENT ADHERENCE

Managers and supervisors are responsible for preventing, documenting, and promptly correcting harassing conduct in the workplace. Managers will be held accountable if they fail to prevent, document or promptly correct harassing conduct in the workplace. We expect all staff, supervisors and employees alike to carry out their responsibilities and adhere to the principles of this policy.

DISABILITIES

Devine design will make reasonable accommodations for applicants with disabilities as needed.

ECONOMIC DEVELOPMENT

We will continue to identify and eliminate barriers within our community throughout the recruitment and hiring processes while promoting diversity and economic growth for all. The company will proudly display what is the face of America today and represent ourselves in a manner that encourages others to do the same.