

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 101

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EQUAL EMPLOYMENT OPPORTUNITY

Reviewed 4/1/98

It is the American Library Association's policy to provide equal opportunity to all applicants and employees without regard to race, color, religion, sex, national origin, marital status, sexual orientation, or Vietnam Era veteran status, and age. Disability will be a factor in employment decisions only when an individual is unable to perform essential job functions despite reasonable accommodation. This policy relates to all phases of employment, including but not limited to recruitment, employment, placement, promotion, demotion, transfer, reduction in force, termination, compensation and selection for training; to use of all facilities; and to participate in all Association-sponsored employee activities.

New employees will be selected and present employees will be promoted strictly on the basis of the individual's qualifications to meet the needs of the Association.

If you feel you have been discriminated against, you should report the incident to the Director of Human Resources immediately. If you are uncomfortable discussing the matter with the Director of Human Resources, you may request the assistance of your supervisor, unit head or department head. ALA will investigate promptly and take all appropriate remedial action. Confidentiality will be protected to the extent consistent with a full investigation. ALA will not retaliate at any time against any staff member for submitting a complaint made in good faith.