

Non-Discrimination Policy and Procedure

CASA of East Tennessee, Inc. is an Equal Employment Opportunity Company.

Non-Discrimination is the Law: Tennessee and Federal Law prohibits discrimination in Employment Practices.

Scope: This policy shall apply to all CASA of East Tennessee, Inc. Staff, Board Members, Volunteers, and Cases being served by CASA of East Tennessee, Inc.

Non-Discrimination Statement: CASA of East Tennessee, Inc. will not discriminate against individuals on the basis of race, color, creed, religion, sex, age, handicap, sexual orientation, gender identity or expression, national origin, or any other categories protected by federal or state law. This agreement not to discriminate shall pertain to recruitment, training, hiring, discharge, promotion, or any condition, term or privilege of employment, acceptance and utilization of volunteers, assignment of volunteers to cases, membership on the Board of Directors, and the provision of service to all cases.

Exception to Age Statement: Due to the National CASA Guidelines, all volunteers must be at least 21 years of age.

Policy: All CASA of East Tennessee, Inc. Employees, Board Members, and Volunteers must receive training in this policy, sign and receive a copy of policy at the time of their initial contact with this agency or at the implementation of the policy if their service or contact precedes its implementation.

Discrimination Reporting Procedure for Employees and others: Any Employee of CASA of East Tennessee, Inc., a legal guardian or parent of assigned cases, Volunteers, Prospective Volunteers, Board Members or Prospective Board Members who feels that he/she has been discriminated against may contact:

The Tennessee Human Rights Commission
531 Henley Street, Room 701
Knoxville, TN 37902 Phone (865) 594-6500

I have received training on and understand the law and the CASA of East Tennessee, Inc. policy pertaining to Non-Discrimination and agree to follow the policy (**Volunteer, Employee, or Board Member**). I acknowledge receipt of a copy of this policy.

Print Name: _____

Signature: _____ Date: _____

As a parent or legal guardian of (name of child/children): _____