

## **1. NON-DISCRIMINATION POLICY STATEMENT**

iLEAP is an Equal Opportunity Employer. iLEAP will not discriminate against any employee or volunteer on the basis of race, religion, sex, age, national origin, veteran status, marital status, sexual preference, or disability or any other legally protected category. The equal opportunity policy shall apply to all employees with respect to all personnel actions, including recruiting, hiring, compensation, discipline, termination and opportunities for training and advancement.

Your personnel records are confidential. Occasionally, we receive requests for information from your personnel records as part of court proceedings or government activities. It is our policy to respond to all such requests to the extent we are required to do so. In all other situations, we generally will provide only your job title, salary, and verification of employment dates, unless you specifically authorize us in writing to release additional information.

When you change your residence, change your telephone number, or have other changes in your personal information, please keep your supervisor informed of such changes so we may keep your personnel records accurate and up-to-date. It is your responsibility to see that we have your current address and phone number, so that we can communicate with you as needed.

You may review your personnel records at any mutually convenient time. If you wish to do so, please notify your supervisor, so that a specific time may be scheduled when appropriate personnel will be available to answer your questions. Any concerns regarding the completeness of accuracy of the information contained in your files should be taken up with your supervisor or the President. Examination of personnel file will generally be limited to normal business hours.