



## TOWARD MAXIMUM INDEPENDENCE Policies And Procedures

### ADMINISTRATIVE POLICY

Policy Section	<b>HIRING AND RECRUITMENT</b>
Policy Title	<b>Ethical Standards And Practices In Recruitment And Hiring</b>
Policy Adopted	03/01/1988
Reviewed/Revisions	02/04; 03/07; 08/08; 08/09; 09/10; 06/11; 01/12; 06/13; 10/13; 01/14
Last Revision:	<i>Effective Date:</i>

It is the practice of the Human Resources Department of Toward Maximum Independence, Inc. (TMI) to recruit and hire according to the highest ethical standards and best practices identified by CARF, federal, state and local labor standards and regulations.

#### **Affirmative Action Employer**

In addition, TMI meets those standards as an affirmative action employer and is committed to providing equal employment opportunity to all candidates and employees.

TMI will not unlawfully discriminate on the basis of race, color, religion, sex, age, national origin, ancestry, or ethnicity, marital status, pregnancy or related medical condition, child birth, family medical status, disability, mental or medical condition, sexual orientation, political affiliation, socio-economic or veteran status or any other protected status under California or federal law. \* ([Refer to Aides and Aids Related Conditions policy.](#))

#### **Philosophy**

This philosophy is the TMI standard for recruitment, placements, promotions, demotions, transfers, layoffs, termination, compensation, & benefits, paid and non-paid leaves, job assignments, recall from layoff, participation in training programs, or any other condition of employment. \* ([Refer to Mandated Leaves of Absence policy.](#))

Our goal is to hire qualified individuals who are best suited for employment opportunities at this agency and who are able to contribute to the accomplishments of the organization's mission and goals.

#### **Enforcement**

Both the Executive Director and Director of Human Resources are responsible for ensuring that all employees adhere to this policy. Willful disregard to this policy by any employee is subject to performance counseling and/or disciplinary action, up to and including termination of employment. \* ([Refer to Employee Conduct and Performance Improvement policy.](#))

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#### **INDEX REFERENCE**

##### Administrative Policies:

- Safety-Workplace Environment: [Aids and Aids Related Conditions](#)
- Leave: [Mandated Leaves of Absence](#)
- Conduct And Ethical Behavior: [Employee Conduct and Performance Improvement](#)

Addendums: 1. Addendum B-At Will Acknowledgement; 2. Addendum E-FMLA; 3. Addendum F-CFRA; 4. Addendum E-PFL; 6. Addendum E-Military Service

Protocols-Internal Operations: 1. Employee Recruitment; 2. Hiring Practices