
EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Collaborative Charter Services Organization (“CSO”) is an equal opportunity employer. It is the policy of the CSO to afford equal employment and advancement opportunity to all qualified individuals without regard to:

1. Race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists);
2. Color;
3. Gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned);
4. Sex (including pregnancy, childbirth, breastfeeding, and medical conditions related to such);
5. Religious creed (including religious dress and grooming practices);
6. Marital/registered domestic partner status;
7. Age (forty (40) and over);
8. National origin or ancestry (including native language spoken and possession of a driver’s license issued to persons unable to prove their presence in the U.S. is authorized by federal law);
9. Physical or mental disability (including HIV and AIDS);
10. Medical condition (including cancer and genetic characteristics);
11. Taking of a leave of absence pursuant to the Family Medical Leave Act (“FMLA”), Pregnancy Disability Leave (“PDL”) law, Americans with Disabilities Act (“ADA”), California Family Rights Act (“CFRA”), the Fair Employment and Housing Act (“FEHA”), or laws related to domestic violence, sexual assault and stalking;
12. Genetic information;
13. Sexual orientation;
14. Military and veteran status; or
15. Any other consideration made unlawful by federal, state, or local laws.

This policy extends to all job applicants and employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, discipline, termination, compensation and benefits of existing employees.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the CSO will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a CSO representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation they need to perform the job, or if unknown, what job duties the disability impairs. The CSO will then conduct an investigation to identify the barriers that

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interfere with the equal opportunity of the applicant or employee to perform the job. The CSO will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the CSO will make the accommodation.