



**HOUSING
OPPORTUNITY
DEVELOPMENT
CORPORATION**

5340 Lincoln Avenue ♦ Skokie, Illinois 60077
(847) 564-2900 ♦ (847) 564-2992 fax ♦ hodc@hodc.org ♦ www.hodc.org

Housing Opportunity Development Corporation
Affirmative Action Plan
Policy & Procedures

Policy

In accordance with HODC's non-discrimination policy and corporate responsibility policy, HODC is committed to complying with the spirit of Affirmative Action and achieving and maintaining a diverse workforce.

Procedures

1. When a position becomes available, HODC encourages applications from all qualified persons. All advertisements for job openings will include an indication that HODC is an equal opportunity employment (EOE) employer.
2. All applicants and employees will be treated equally with regard to recruitment, hiring, training, promotion, retention, and discipline with no distinction given to race, color, national origin, ancestry, religion, sex, age, marital status, family status, sexual orientation, unfavorable discharge from the military, or disability provided that an individual is qualified and meets the requirements established by the agency for the job.



Expanding housing choices in Chicago's northern suburbs.





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Housing Opportunity Development Corporation Equal Employment Opportunity Policy

Policies:

Equal Employment Opportunity

The Housing Opportunity Development Corporation is committed to the belief that each individual is entitled to equal employment opportunities without regard to race, color, gender, religion, national origin or ancestry, age, marital or parental status, physical or mental disability, sexual orientation, arrest or conviction record, source of income, military discharge status, political beliefs, source of income, or housing status. HODC pledges to apply this commitment to recruiting, hiring, compensation, fringe benefits, staff development and training, promotions, terminations, and all other conditions of employment.

All job postings and advertisements will include the statement "Equal Opportunity Employer." If this manual conflicts with any pertinent federal, state or local laws or other funding sources, they shall supersede HODC's policy.

Equal Opportunity in the Delivery of Services

It is the policy of HODC to strive toward changes in any institutional policies or practices that discriminate in any way against minorities, low-income and/or persons with disabilities. Every effort will be made to ensure nondiscriminatory practices are used when relating with HODC's members, workshop participants, and the general public. HODC and its staff will make every effort to embrace cultural, language, and ethnic differences throughout its activities and its actions.



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Housing Opportunity Development Corporation
Non-Discrimination Policy

HODC does not discriminate on the basis of:

- race
- color
- gender
- religion
- national origin or ancestry
- age
- marital or parental status
- physical or mental disability
- sexual orientation
- arrest or conviction record
- source of income
- military discharge status
- political beliefs
- source of income
- housing status



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