

TO: Westminster Community Charter School Employees

DATE: August 23, 2004

RE: Equal Opportunity Employment

It is the policy of Westminster Community Charter School to provide equal employment opportunities to all employees and applicants without regard to race, color, national origin, religion, ethnicity, sex, age, disability, citizenship, pregnancy, status as a Veteran, marital status, sexual orientation, or any other characteristic protected under applicable federal, state, or local laws. This policy applies to all terms and conditions of employment, including, but not limited to, recruiting, hiring, placement, training, promotion, compensation, and termination.

It is also our policy that Westminster Community Charter School employees be able to work in an environment free from all forms of sexual and other unlawful employee harassment. Westminster Community Charter School expressly prohibits any form of sexual and other unlawful employee harassment based upon race, color, national origin, religion, ethnicity, sex, age, disability, citizenship, pregnancy, status as a Vietnam Era Veteran, special disabled, recently separated, and other protected veteran status, marital status, sexual orientation, or any other characteristic protected under applicable federal, state, or local laws. Additional information on Westminster Community Charter School's EEO policies, including where sexual and other unlawful harassment should be reported, is found in the Employee Handbook.

Affirmative Action will continue to be taken so that we may increase opportunities for minority and female job applicants. We will continue to review Affirmative Action activity with our managers and make recommendations as required to meet our goals.