



EQUAL OPPORTUNITY & COMMITMENT TO DIVERSITY

Equal Opportunity

Valor Service Dogs provides equal opportunities to all employees and program applicants/clients without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal opportunity applies to all terms and conditions of employment and placement with a service dog.

Valor Service Dogs expressly prohibits any form of unlawful harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Any employees or applicants/clients with questions or concerns about equal opportunities are encouraged to bring these issues to the attention of the Executive Director. The Company will not allow any form of retaliation against individuals who raise issues of equal opportunity. If an employee or applicant/client feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of the Executive Director.

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

- (1) shunning and avoiding an individual who reports harassment, discrimination or retaliation;
- (2) express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; or
- (3) denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal opportunities to qualified individuals with a disability, **Valor Service Dogs** will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result

Employees who may require a reasonable accommodation should contact the Human Resources Department.

Commitment to Diversity

Valor Service Dogs is committed to creating and maintaining a workplace in which all employees and applicants/clients have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in the way we do business at **Valor Service Dogs** and is an important principle of sound business management.