

## IMPORTANT DEFINITIONS...

Affirmative Action: Proactive measures to ensure equal opportunity. Actions taken to eliminate the effects of past and present discrimination, intended or unintended.

All Reasonable Efforts: Advising all potential recipients of program availability, displaying the "...And Justice For All" poster, using the affirmative action clause, grassroots organizations, photos and graphics that display a diverse audience. All reasonable efforts must be focused on increasing participation by individuals who are part of the potential clientele and who are from protected groups.

Americans with Disabilities Act of 1990 (ADA): Prohibits discrimination based upon disability for program participation and employment.

Equal Employment Opportunity: The availability of employment and advancement opportunities to all persons on the basis of merit, capability, and potential.

Parity: A quantitative goal or balance that results when the percent of protected classes who are program clientele are within 20 percent of the percentage for each protected class in the potential clientele.

Reasonable Accommodations: Federal regulations require the adaptation of environments, schedules, or requirements to accommodate the known physical or mental limitations of an otherwise qualified individual with disabilities. This can include providing readers and interpreters, listening devices, etc.

Title VI of the Civil Rights Act of 1964: No person on the grounds of race, color, religion, sex, or national origin will be excluded from participation in or benefits of any program receiving federal funding.

Title VII of the Civil Rights Act of 1964: No person on the grounds of race, color, religion, sex, or national origin will be excluded from selection, trainings, advancement, and other benefits of employment.

Title IX of the Educational Amendments of 1972: Prohibits discrimination in federally funded programs in every aspect of employment because of gender, including stereotyping, harassment, and unequal opportunities for training and advancement.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Two types: *Quid Pro Quo*: Something for something, "go on a date with me and I will give you a raise" or "if you don't sleep with me you will get fired". *Hostile Work Environment*: Working environment or conditions that unreasonably interfere with an individual's work performance or creating an intimidating, hostile, or offensive work environment, "jokes (even if overheard by a third party), posters, comments, unwanted touching (even if it is observed by a third party making them uncomfortable).