

EXECUTIVE LIMITATIONS POLICIES

The Executive Director may neither cause nor allow any organizational practices that do not adhere to the following policies:

A. Policy on Legal Requirements. Westside Regional Center (WRC) will comply with the legal requirements and regulations of all governmental authorities and legally authorized agencies under whose authority it operates.

B. Policies on Non-Discrimination.

1. Equal Employment Opportunity. WRC shall recruit, hire, train, and promote in all job titles, including interns, apprentices, and volunteers, without regard to race, color, religion, sex, gender, gender identity, gender expression, national origin, ancestry, physical disability, mental disability, age, medical condition, genetic information, marital status, military and veteran status, sexual orientation, or any other basis protected by law. All personnel actions such as compensation, benefits, WRC-sponsored training, apprenticeships, internships, volunteer opportunities, transfer, demotion, termination, layoff, and return from layoff, shall be administered without regard to race, color, religion, sex, gender, gender identity, gender expression, national origin, ancestry, physical disability, mental disability, age, medical condition, genetic information, marital status, military and veteran status, sexual orientation, or any other basis protected by law. Additionally, WRC will provide registered domestic partners with all rights and benefits as required by law.
2. Non-Discrimination on Basis of Disability. In furtherance of our nation's commitment to end discrimination on the basis of disability, and in accordance with the provisions of section 504 of the Rehabilitation act of 1973, the provisions of the Americans with Disabilities Act, the Fair Employment and Housing Act, and all regulations properly issued thereunder to protect the rights of disabled persons, it is WRC policy that: No program or activity administered by WRC shall exclude from participation, deny benefits to or subject to discrimination any individual solely by reason of his or her disability. Equal employment opportunity will be extended to qualified disabled persons in all aspects of the employer-employee relationship, including recruitment, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall and termination. It is further affirmed that WRC will provide reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled employee or applicant.

C. Policy on Human Resource Development. WRC is committed to recruiting, managing, developing and retaining appropriate personnel qualified to meet the needs of the people served by the organization and who contribute to the accomplishment of the mission in a high quality manner. Therefore, compensation for all employees will be based on the following principles:

1. Compensation will support and will be used as a vehicle to communicate WRC's values, specific objectives, and goals;
2. Pay programs will reflect the external market, yet ensure internal equity and
3. Flexibility will be incorporated to permit WRC to respond to the changing regulatory and competitive environments, and to respond to other issues which increase its challenges, within the limitations of its budget with the Department of Developmental Services ("DDS").

D. Policy Against Harassment.

1. Prohibition of Harassment. WRC is committed to providing a workplace free of sexual harassment, as well as harassment and discrimination based on such factors as race, color, religion, sex, pregnancy, childbirth, or related medical conditions, gender, gender identity, gender expression, national origin, ancestry, physical disability, mental disability, age, medical condition, genetic information, marital status, military and veteran status, sexual orientation, or any other basis protected by federal, state, or local laws. WRC prohibits unwelcome, harassing or discriminatory conduct by employees, managers, supervisors, or other third parties toward other employees, interns, apprentices, volunteers, non-employees with whom WRC has a business, service, or professional relationship, or other persons with whom employees come into contact, even if such conduct does not rise to the level of harassment or discrimination as defined by law.
2. Complaint Procedure. Any individual who believes that they have been the victim of harassment, including sexual harassment, discrimination, retaliation, or abusive conduct, should immediately report this problem to their supervisor, the Director of Human Resources, or the Executive Director either verbally or in writing. Supervisors must report complaints of harassment, discrimination, retaliation, or abusive conduct, to the Director of Human Resources. All complaints will be investigated. Investigations will be timely, impartial, fair, and thorough. Investigations will be as confidential as possible under the circumstances. Employees are prohibited from impeding an investigation, and WRC will not allow retaliation against any employee participating in an investigation. Information obtained during the process will be shared only with those individuals on a need-to-know basis. WRC will provide all parties appropriate due process and reach conclusions based on the evidence collected. When the investigation discloses a violation of this policy, appropriate remedial action will be taken and feedback given to the complaining employee. The

Human Resources Director or the Executive Director will promptly notify WRC's Legal Counsel about the matter.

E. Policy on Professionalism, Rights, Health and Safety.

1. Each WRC employee will maintain professional and productive conduct. WRC employees will treat each other professionally and with courtesy at all times. Differences of opinion on work issues should be expressed in a constructive manner that promotes the sharing of ideas and effective teamwork to resolve problems and provide the services and supports needed by those served by WRC.
2. WRC will maintain a clean, safe environment and will comply with all applicable governmental regulations related to environment, health and safety, including training for staff and individuals served, external inspections of the premises and appropriate actions to remedy potential problems, implementation and testing of emergency plans and procedures, and timely review and follow-up on accident and injury reports.

F. Policy on Financial Practices.

1. Budgeting. Budgeting for any fiscal period or the remaining part of any fiscal period shall ensure the following budgeting processes:
 - a. Includes preparation of an annual report, including both operating and capital expenditures, which is used to communicate and monitor WRC's use of financial resources in a manner which is consistent with (a) fiscal responsibility and (b) strategic planning;
 - b. Results in a budget which is an appropriate and accurate expression of the mission and policies of WRC. If the process results in a deficit projection, a clear explanation of the circumstances shall be presented to the Board by the Executive Director; and
 - c. Maintains an adequate cash and cash equivalents reserve.
2. Financial Condition. With respect to monitoring the actual financial condition of WRC, the Executive Director shall ensure that:
 - a. Audited financial statements are prepared by an independent, Certified Public Accountant and presented to the Board of Directors on an annual basis;
 - b. Monthly summary reports are prepared comparing year-to-date budget versus actual figures and a report is given by the Chief Financial Officer at Board of Directors' meetings;
 - c. All financial obligations, including tax payments, are paid in a timely manner;
 - d. Adequate insurance is maintained to safeguard WRC's assets, including hazard, comprehensive, workers compensation, liability and Directors and Officers Liability.