

## **Alliance Française de Los Angeles is an Equal Opportunity Employer**

### **Equal Opportunity Employment**

Alliance Française de Los Angeles is an equal opportunity employer and its policy is to comply with all federal, state and local requirements regarding equal employment opportunity. Alliance Française de Los Angeles selects employees based on their individual qualifications. Alliance Française does not discriminate on the basis of race, religion, creed, color, national origin or ancestry, physical or mental disability, medical conditions (including cancer-related conditions and genetic information), marital status, registered domestic partner status, age, sex, sexual orientation, gender identity, pregnancy, veteran status, citizenship status, or any other characteristic protected by federal, state, or local laws, or by executive order. Alliance Française is also committed to preventing discrimination based upon a perception that a person has any of the above characteristics or is associated with a person perceived to have the above characteristics. Every employee at Alliance Française de Los Angeles has the responsibility to uphold the laws prohibiting employment discrimination.

Further, Alliance's Policy is to comply with all applicable laws ensuring equitable employment opportunities for qualified individuals with a disability. Alliance will strive to make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual unless an accommodation would impose an undue hardship on Alliance Française de Los Angeles. Alliance is committed to engaging in the interactive process to identify and, where possible, provide reasonable accommodation in order to perform the essential functions of his or her job should contact his or her supervisor to request such accommodation. The individual with the disability should specify what accommodation(s) he or she needs to perform the job. Alliance then will conduct an investigation to identify any barriers that interfere with the equal opportunity of the applicant or employee to perform his or her job. With the help of the employee, in an interactive process, Alliance will identify possible accommodations, if any, that will help eliminate the limitation. For example, an employee and his or her supervisor will have conversations to identify, improve and/or modify reasonable accommodations. If at some point an accommodation needs to be modified, the employee should use the same interactive process to request a modification to his or her accommodation.

Any questions about this policy should be directed to the Executive Director.