



**K. M. Williams & Associates, LLC**  
**Expanding Possibilities and Creating Value**



## **K. M. Williams & Associates (KMWA) Equal Employment Opportunity Policy**

*K. M. Williams & Associates (KMWA)* shall follow the spirit and intent of all federal, state and local employment laws and is committed to equal employment opportunity.

To that end, the leadership and employees of KMWA will not discriminate against any employee or applicant in a manner that violates the law. KMWA is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law.

Each person is evaluated on the basis of personal skill and merit. KMWA's policy regarding equal employment opportunity applies to all aspects of employment; including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs. Organizational leadership shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

KMWA will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of KMWA may have violated the Equal Employment Opportunity Policy should report the possible violation to the appropriate KMWA leadership. If KMWA determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, KMWA will inform the employee who made the complaint of the results of the investigation.

KMWA is also committed to complying fully with applicable disability discrimination laws and ensuring that equal opportunity in employment exists at KMWA for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship on KMWA.

KMWA employees who believe that they may require an accommodation should discuss these needs with the appropriate leadership representative. If any KMWA employee has any questions regarding this policy, please contact the KMWA EEO representative.