



## **Equal Employment Opportunity**

Imagination Station is a non-profit science center, which inspires our visitors to discover the wonder of science. Imagination Station is an equal opportunity employer. Our belief is that our Equal Employment Opportunity (EEO) policy will provide an environment of mutual trust where our team is encouraged to discuss any challenges. Imagination Station does not discriminate against any individual on the basis of age, race, religion, creed, color, disability, marital status, sex, sexual orientation, gender identity, and national origin, status as a covered veteran or any other protected characteristic.

### EEO Recruitment Strategies:

Strategy: Imagination Station will make a good faith effort to recruit a diverse group of team members and provide equal opportunity for minorities, women and those who are disabled. Imagination Station will promote positions to the public to provide information and access to the underserved populations.

### EEO Selection Strategies:

Strategy: Imagination Station will utilize procedures, processes and techniques that are fair and do not have an adverse impact on minorities, women or disabled persons. Prospective team members will not be excluded from the hiring process due to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or military or veteran status.

### EEO Placement/Orientation:

Strategy: Imagination Station will provide newly hired team members with basic employment information during team member orientation within the first month on the job. New team member position descriptions, fringe benefit information, policies, procedures and EEP are a few of the topics that are covered. Team members will not be denied fringe benefits and/or opportunities for promotion based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or military or veteran status.

### EEO Performance Evaluation:

Strategy: Imagination Station will evaluate the performance of team members on an annual basis providing necessary feedback to identify areas needing improvement as well as to reinforce those activities that meet or exceed job expectations. Performance appraisal is evaluated without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or military or veteran status.



EEO Discipline Strategies:

Strategy: Imagination Station sets clear disciplinary standards and warns of consequences for non-compliance. Discipline is designed to rehabilitate team members who choose to correct their behavior as well as justify the termination of those who do not. Imagination Station will not mistreat or unfairly discipline a team member based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or military or veteran status.

EEO Separation Strategies/Exit Interviews:

Strategy: Imagination Station uses exit interviews as a problem-solving tool in an attempt to determine the cause of team member turnover and to gather information on how to correct causes of discontent and reduce team member turnover.

EEO Monitoring Strategies:

Strategy: Imagination Station ensures that all directors, managers and supervisors understand the plan and will be held accountable for its effective implementation.

Minority Business Enterprise Solicitation Strategies:

Strategy: Imagination Station will make a good faith effort to utilize certified minority owned businesses.

Adopted by the Imagination Station Executive Committee, February 13, 2013.