



Asian Pacific American Community Center  
66 Raymond Avenue  
San Francisco, CA 94134  
[www.apaccsf.org](http://www.apaccsf.org)  
415.587.2689

APACC is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. Our policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, sex (including pregnancy, childbirth, or related medical condition), registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

APACC is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee of APACC, including supervisors and co-workers. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation and benefits.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, APACC will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should notify the Executive Director and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. APACC will then conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform his or her job. APACC will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, APACC will make the accommodation.

If you believe you have been subjected to any form of unlawful discrimination, submit a written complaint to your supervisor or Executive Director. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If you need assistance with your complaint or if you prefer to make a complaint in person, contact the Executive Director. APACC will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If APACC determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. APACC will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your co-workers.

APACC strives to create a safe environment that values diversity, equity, and a sense of belonging. We acknowledge that our community is made up of many cultures and come from different walks of life that make us unique. APACC is committed to the fight against Asian hate, support for Black Lives Matter, and other marginalized racial groups. APACC is against any form of discrimination, inequality, and injustice. Together we can establish a healthy Visitacion Valley.