

# **ZERO TOLERANCE POLICY**

EOM | Legalities | UN Human Rights | Contracts & Termination

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## **SECTION 1**

### **A.) What Does Equal Opportunity Employer Really Mean?**

The phrase, “equal opportunity employer” does not mean or guarantee the applicant will be hired. They can be considered for hire, and given an *interview*, but not hired if the employee does not need their services, or the applicant does not qualify for the position they are applying for that is in accordance under the law of the country/nation they live in. This is not disclination, and should not be seen as rejection by the applicant. By definition from the Webster’s Dictionary, equal opportunity employer means,

*“An employer who agrees not to discriminate against any employee or job applicant because of race, color, religion, national origin, sex, physical or mental disability, or age.”*

## **SECTION 2**

### **B.) Legalities Matter**

The following statements below are taken from the EEOC (Equal Employment Opportunity Commission)'s official website so individuals cannot accuse AW of violation of our own laws that probed us from hiring applicants based on race, gender, color, nationality, age, sex, religious beliefs, etc. These polices apply to applicants (legal immigrated citizens included) applying for jobs in the USA only.

#### Prohibited Employment Policies/Practices

Under the laws enforced by EEOC, it is illegal to discriminate against someone (applicant or employee) because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information. It is also illegal to retaliate against a person because he or she complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

The law forbids discrimination in every aspect of employment. The laws enforced by EEOC prohibit an employer or other covered entity from using neutral employment policies and practices that have a disproportionately negative effect on applicants or employees of a particular race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), or national origin, or on an individual with a disability or class of individuals with disabilities, if the polices or practices at issue are not job-related and necessary to the operation of the business. The laws enforced by EEOC also prohibit an employer from using neutral employment policies and practices that have a disproportionately negative impact on applicants or employees age 40 or older, if the policies or practices at issue are not based on a reasonable factor other than age.

### Job Advertisements

It is illegal for an employer to publish a job advertisement that shows a preference for or discourages someone from applying for a job because of his or her race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information.

For example, a help-wanted ad that seeks "females" or "recent college graduates" may discourage men and people over 40 from applying and may violate the law.

### Recruitment

It is also illegal for an employer to recruit new employees in a way that discriminates against them because of their race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information.

For example, an employer's reliance on word-of-mouth recruitment by its mostly Hispanic work force may violate the law if the result is that almost all new hires are Hispanic.

### Application & Hiring

It is illegal for an employer to discriminate against a job applicant because of his or her race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information. For example, an employer may not refuse to give employment applications to people of a certain race.

An employer may not base hiring decisions on stereotypes and assumptions about a person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information.

If an employer requires job applicants to take a test, the test must be necessary and related to the job and the employer may not exclude people of a particular race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, or individuals with disabilities. In addition, the employer may not use a test that excludes applicants age 40 or older if the test is not based on a reasonable factor other than age.

If a job applicant with a disability needs an accommodation (such as a sign language interpreter) to apply for a job, the employer is required to provide the accommodation, so long as the accommodation does not cause the employer significant difficulty or expense.

### Background Checks

- [Read “Pre-Employment Inquiries”](#)
- [Read “Background Check: What Employer’s Need To Know”](#)

### Job Referrals

It is illegal for an employer, employment agency or union to take into account a person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information when making decisions about job referrals.

### Job Assignments & Promotions

It is illegal for an employer to make decisions about job assignments and promotions based on an employee's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information. For example, an employer may not give preference to employees of a certain race when making shift assignments and may not segregate employees of a particular national origin from other employees or from customers.

An employer may not base assignment and promotion decisions on stereotypes and assumptions about a person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information.

If an employer requires employees to take a test before making decisions about assignments or promotions, the test may not exclude people of a particular race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), or national origin, or individuals with disabilities, unless the employer can show that the test is necessary and related to the job. In addition, the employer may not use a test that excludes employees age 40 or older if the test is not based on a reasonable factor other than age.

### Pay & Benefits

It is illegal for an employer to discriminate against an employee in the payment of wages or employee benefits on the bases of race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information. Employee benefits include sick and vacation leave, insurance, access to overtime as well as overtime pay, and retirement programs. For example, an employer may not pay Hispanic employees less than African-American employees because of their national origin, and men and women in the same workplace must be given equal pay for equal work.

In some situations, an employer may be allowed to reduce some employee benefits for older employees, but only if the cost of providing the reduced benefits is the same as the cost of providing benefits to younger employees.

### Discipline & Discharge

An employer may not take into account a person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information when making decisions about discipline or discharge. For example, if two employees commit a similar offense, an employer may not discipline them differently because of their race, color, religion, sex (including gender identity, sexual orientation and pregnancy), national origin, age (40 or older), disability or genetic information.

When deciding which employees will be laid off, an employer may not choose the oldest employees because of their age. Employers also may not discriminate when deciding which employees to recall after a layoff.

### Employment References

It is illegal for an employer to give a negative or false employment reference (or refuse to give a reference) because of a person's race, color, religion, sex (including gender identity, sexual orientation and pregnancy), national origin, age (40 or older), disability or genetic information.

### Reasonable Accommodation & Disability

The law requires that an employer provide reasonable accommodation to an employee or job applicant with a disability, unless doing so would cause significant difficulty or expense for the employer.

A reasonable accommodation is any change in the workplace (or in the ways things are usually done) to help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment.

Reasonable accommodation might include, for example, providing a ramp for a wheelchair user or providing a reader or interpreter for a blind or deaf employee or applicant.

### Reasonable Accommodation & Religion

The law requires an employer to reasonably accommodate an employee's religious beliefs or practices, unless doing so would cause difficulty or expense for the employer. This means an employer may have to make reasonable adjustments at work that will allow the employee to practice his or her religion, such as allowing an employee to voluntarily swap shifts with a co-employee so that he or she can attend religious services.

### Training & Apprenticeship Programs

It is illegal for a training or apprenticeship program to discriminate on the bases of race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information. For example, an employer may not deny training opportunities to African-American employees because of their race. In some situations, an employer may be allowed to set age limits for participation in an apprenticeship program.

### Harassment & Sexual Harassment

It is illegal to harass an employee because of race, color, religion, sex (including gender identity, sexual orientation and pregnancy), national origin, age (40 or older), disability or genetic information. It is also illegal to harass someone because they have complained about discrimination, filed a charge of discrimination or participated in an employment discrimination investigation or lawsuit. Harassment can take the form of slurs, graffiti, offensive or derogatory comments or other verbal or physical conduct.

Sexual harassment including unwelcome sexual advances, requests for sexual favors, sending co-employees nudes of any part of the body and other conduct of a sexual nature is also unlawful. Although the law does not prohibit simple teasing, offhand comments or isolated incidents that are not very serious, harassment and sexual harassment is illegal if it is so frequent or severe that it creates a hostile or offensive work environment for others. If the harassment or sexual harassment results in an adverse employment decision, such as the victim being fired or demoted, this is also illegal.

The harasser can be the victim's supervisor, a supervisor in another area, a co-employee or someone who is not an employee of the employer, such as a client or customer. Harassment or sexual harassment outside of the workplace may also be illegal if there is a direct link with the workplace. This applies to online business interaction as well. An offline example of



offense would be if a supervisor, co-employee, etc. harasses an employee or makes sexual advances onto the employee while driving the employee to a meeting somewhere would be considered illegal. An online offense would be if a supervisor, co-employee, etc. harasses an employee or makes sexual advancements in texts in a DM or sends voice recordings to their target. If a person outside of an online or offline entity is being harassed or sexually harassed by an employee, supervisor, manager, etc. can prove to the authorities in their area as well as the entity's leadership board that they have been wronged by a someone of that entity, that is also considered illegal.

- Read more about [harassment](#).

Due to a sexual harassment incident AW encountered in 2018, we have modified this section of the policy to ensure the safety and protection of our online organization. If anyone is caught committing harassment or sexual harassment towards anyone in the organization or outside of the organization, that is an automatic dismissal and that employee's contract (VAP/PAP) will be terminated immediately. The employee will be placed on a our [Do Not Hire List](#) and local authorities will be informed of the incident and all evidence collected from our investigation will be handed over to the local authorities. AW will never tolerate any form of harassment or sexual harassment at any time, not from our people, our clients, business partners, freelance clients or the public.

A Do Not Hire List is simply a list of prospective applicants or terminated applicants that the Responsible Office (Human Resources) at AW flag in the hiring process or after dismissal. Meaning, the Responsible Office will add flagged applications or terminated applications to our tracking system to ensure that those people do not get hired within the organization at any time.

### Terms & Conditions Of Employment

The law makes it illegal for an employer to make any employment decision because of a person's race, color, religion, sex (including gender identity, sexual orientation and pregnancy), national origin, age (40 or older), disability or genetic information. That means an employer may not discriminate when it comes to such things as hiring, firing, promotions, and pay. It also means an employer may not discriminate, for example, when granting breaks, approving leave, assigning work stations, or setting any other term or condition of employment however small.

### Pre-Employment Inquiries (General)

As a general rule, the information obtained and requested through the pre-employment process should be limited to those essential for determining if a person is qualified for the job; whereas, information regarding race, sex, national origin, age and religion are irrelevant in such determinations. Employers are explicitly prohibited from making pre-offer inquiries about disability.

Although state and federal equal opportunity laws do not clearly forbid employers from making pre-employment inquiries that relate to, or disproportionately screen out members based on race, color, sex, national origin, religion, or age, such inquiries may be used as evidence of an employer's intent to discriminate unless the questions asked can be justified by some business purpose.

Therefore, inquiries about organizations, clubs, societies, and lodges of which an applicant may be a member or any other questions, which may indicate the applicant's race, sex, national origin, disability status, age, religion, color or ancestry if answered, should generally be avoided.

Similarly, employers should not ask for a photograph of an applicant. If needed for identification purposes, a photograph may be obtained after an offer of employment is made and accepted.

Pre-Employment Inquiries:

- Race
- Height & Weight
- Financial Information
- Unemployed Status
- Background Checks
- Religious Affiliation Or Beliefs
- Citizenship
- Marital Status, Number Of Children
- Gender
- Disability
- Medical Questions & Examinations

### Dress Code

In general, an employer may establish a dress code which applies to all employees or employees within certain job categories. However, there are a few possible exceptions.

While an employer may require all employees to follow a uniform dress code even if the dress code conflicts with some employees' ethnic beliefs or practices, a dress code must not treat some employees less favorably because of their national origin. For example, a dress code that prohibits certain kinds of ethnic dress, such as traditional African or East Indian attire, but otherwise permits casual dress would treat some employees less favorably because of their national origin.

Moreover, if the dress code conflicts with an employee's religious practices and the employee requests an accommodation, the employer must modify the dress code or permit an exception to the dress code unless doing so would result in undue hardship.

Similarly, if an employee requests an accommodation to the dress code because of his disability, the employer must modify the dress code or permit an exception to the dress code, unless doing so would result in undue hardship.

### Constructive Discharge/Forced To Resign

Discriminatory practices under the laws EEOC enforces also include constructive discharge or forcing an employee to resign by making the work environment so intolerable a reasonable person would not be able to stay.

## **SECTION 3**

### **C.) United Nations Human Rights**

It is equally important applicants who apply for AW recognize we uphold and endorse the United Nations Human Rights. Some workplaces either forsake these, or don't to be held accountable to them, so they don't inform their employees during orientation, staff meetings, etc. about their Human Rights. To our knowledge, we have yet to see employers post a poster of Human Rights, but at AW we do post them, alongside with our Biblical Rights under Yahweh for all to see. Violation of Human Rights is not acceptable and falls under this Zero Tolerance Policy as well. Please read the following statements, and familiarize yourself with what you already have in your power legally. This is universal so it applies to everyone on the planet, not just citizens of the United States Of America.

**1. We Are All Born Free & Equal.**

We are all born free. We all have our own thoughts and ideas. We should all be treated in the same way.

**2. Don't Discriminate**

These rights belong to everybody, whatever our differences.

**3. The Right to Life**

We all have the right to life, and to live in freedom and safety.

**4. No Slavery**

Nobody has any right to make us a slave. We cannot make anyone our slave.

**5. No Torture**

Nobody has any right to hurt us or to torture us.

**6. You Have Rights No Matter Where You Go**

I am a person just like you!

**7. We're All Equal Before the Law**

The law is the same for everyone. It must treat us all fairly.

**8. Your Human Rights Are Protected By Law**

We can all ask for the law to help us when we are not treated fairly.

**9. No Unfair Detainment**

Nobody has the right to put us in prison without good reason and keep us there, or to send us away from our country.

#### **10. The Right to Trial**

If we are put on trial this should be in public. The people who try us should not let anyone tell them what to do.

#### **11. We're Always Innocent Till Proven Guilty**

Nobody should be blamed for doing something until it is proven. When people say we did a bad thing we have the right to show it is not true.

#### **12. The Right To Privacy**

Nobody should try to harm our good name. Nobody has the right to come into our home, open our letters, or bother us or our family without a good reason.

#### **13. Freedom To Move**

We all have the right to go where we want in our own country and to travel as we wish.

#### **14. The Right to Seek A Safe Place To Live.**

If we are frightened of being badly treated in our own country, we all have the right to run away to another country to be safe.

#### **15. Right To A Nationality**

We all have the right to belong to a country.

**16. Marriage & Family**

Every grown-up has the right to marry, and have a family if they want to. Men, and women have the same rights when they are married, and when they are separated. (Note, it said men, and women. Not men, and men or women, and women, or transgender people who deny their gender to look the opposite of their sex.)

**17. The Right To Your Own Things**

Everyone has the right to own things or share them. Nobody should take our things from us without a good reason.

**18. Freedom Of Thought**

We all have the right to believe in what we want to believe, to have a religion, or to change it if we want.

**19. Freedom Of Expression**

We all have the right to make up our own minds, to think what we like, to say what we think, and to share our ideas with other people.

**20. The Right To Public Assembly**

We all have the right to meet our friends and to work together in peace to defend our rights. Nobody can make us join a group if we don't want to.

**21. The Right To Democracy**



We all have the right to take part in the government of our country. Every grown-up should be allowed to choose their own leaders.

## **22. Social Security**

We all have the right to affordable housing, medicine, education, and childcare, enough money to live on and medical help if we are ill or old.

## **23. Employees' Rights.**

Every grown-up has the right to do a job, to a fair wage for their work, and to join a trade union.

## **24. The Right to Play**

We all have the right to rest from work and to relax.

## **25. Food and Shelter For All.**

We all have the right to a good life. Mothers and children, people who are old, unemployed or disabled, and all people have the right to be cared for.

## **26. The Right To Education**

Education is a right. Primary school should be free. We should learn about the United Nations and how to get on with others. Our parents can choose what we learn.

## **27. Copyright**

Copyright is a special law that protects one's own artistic creations and writings; others cannot make copies without permission. We all have the right to our own way of life and to enjoy the good things that art, science and learning bring.

## **28. A Fair and Free World**

There must be proper order so we can all enjoy rights and freedoms in our own country and all over the world.
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<b>29. Responsibility</b>
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We have a duty to other people, and we should protect their rights and freedoms.
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<b>30. No One Can Take Away Your Human Rights</b>
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## **SECTION 4**

### **D.) Contracts & Termination**

We hire based on an applicant's qualifications, but every applicant must read and understand where AW stands as a company before considering to work for us. This is why created the Work Conduct Policy sent along with the applicant's application. AW's business operates in the nation of the USA and in the state of Kentucky. Kentucky has a "employment-at-will state" federal law. This means that employers (Christian or non-Christian) can fire someone for any reason, no reason, a bad reason, even a morally indefensible reason as long that reason for termination does not violate the employment act laws. This may not be seen as nice on the employer's part, but this method is legal in the state of Kentucky. AW will not fire workers over pettiness or without a valid reason. We reserve the right to provide a reason or no reason for a worker's termination. Employees will be wrote up (3) an be given time to correct their mistakes or bad behavior. If they fail to do this, then they terminated from the company.

As an employee or freelance employee of AW, it is important to know that AW will not promote anything in our content or social media content that goes against the fundamentals of the Book (Bible). There is zero tolerance for this and anyone who tries to encourage or force liberal and pagan themes into our projects will be suspended from their duties. If employee or freelance

employee refuses correction and does the same offense again, their contracts will be terminated. AW teaches the principals of the Ten Commandments from the Old Testament and the doctrine of the New Testament and openly displays plaques, posters, etc. of the Ten Commandments on the walls at the organization's offline office location. AW has 16 Bylaws that we follow and must abide the Bylaws while on the clock. Whatever our employees or freelance employees do on their free time off the clock is their business, but when working on the clock for AW, they are required to abide by our Bylaws.

- Applicants who are hired *who do not agree* to the WCP, do not fulfill the requirements of their contracts or violate their contracts in general will be terminated from AW.
- Applicants who failure to mail their Work Conduct Policy, sign other contracts and expect to be hired will be rejected upon review.
- Employees or freelance employees who purposely cause trouble, drama, disrespect the Board, their supervisors, our volunteers and our affiliates can face suspension or termination depending on how bad their offense is.
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Verbal harassment, sexual harassment, stalking (online stalking as well), threats, doxing, stealing our intellectual property or selling our ideas/project designs/character designs to our rivals, much less being a spy and secretly working for our rivals undercover while employed with AW is forbidden. Employees or freelance employees who do this will be terminated and banned from AW and placed on our **Do Not Hire List**.