

# **NON-DISCRIMINATION STATEMENT**

As part of A & J Employment Services' continuing effort to ensure compliance with anti-discrimination laws, we would like to inform all employees of our policies regarding discrimination. It is essential for each employee to review his or her actions in light of these requirements and for everyone to keep in mind the importance of assuring equal treatment of all persons who live or may apply to live at any apartment community.

It is illegal to indicate any preference, limitation, or discrimination based on race, color, religion, sex, national origin, handicap, familial status, or an intention to make any such preference, limitation, or discrimination. **Fair treatment is mandatory for all people in all circumstances.**

You shall never, in the course of your employment with A & J Employment Services:

- Refuse to show, rent, negotiate, or otherwise make unavailable or deny a unit to any person because of race, color, religion, sex, national origin, handicap, or familial status.
- Discriminate against any person in the terms, conditions or privileges of rental or in the provision of services or facilities because of race, color, religion, sex, national origin, handicap, or familial status.
- Represent to any person because of race, color, religion, sex, national origin, handicap, or familial status that any dwelling unit is not available for inspection or rental when such unit is in fact available.
- Knowingly enter into an agreement which imposes any restriction on the race, color, religion, sex, national origin, handicap, or familial status of persons to whom a dwelling may be shown or rented.
- Refuse to make reasonable accommodations for a prospect or resident with a handicap, or to permit reasonable modifications to an apartment or to common areas by a handicapped resident in accordance with applicable fair housing laws. Please ask supervisor at assigned community their specific policies in regards to handling modification requests.
- Employ different or more stringent procedures and standards in accepting and processing the application of any person on account of race, color, religion, sex, national origin, handicap, or familial status, than are used in accepting and processing the applications of other persons. Specific criteria is used to evaluate rental applicants and shall be followed in establishing specific objective terms and conditions of rental. However, these criteria and the specific terms and conditions of rental established at each apartment building must be applied in an objective and uniform manner for all persons and without regard to the race, color, religion, sex, national origin, handicap, or familial status of the applicant.

This is to acknowledge that I have received and read a copy of A & J Employment Services' non-discrimination policy.

I agree to abide by this policy as a condition of my employment. If I should have any questions, I will contact A & J Employment Services immediately.

---

Applicant Name (Print)

---

Signature

---

Date