

 <p>The Center for Family and Child Enrichment <i>"Cherishing Our Children Since 1977"</i> Operational Policies and Procedures</p>	Policy #: 1.01
	Section: HR 1
	Subject: Affirmative Action

Purpose

To preserve an employment environment free from illegal discrimination.

Scope

This policy applies to all employees of the Agency.

Policy

The Center for Family and Child Enrichment, Inc. maintains a policy of non-discrimination in employment within the Agency and will not be influenced in any manner by race, color, religion, sex, age, national origin, sexual orientation, veteran status, handicap, genetic information or any other basis prohibited by statute. It is the policy of The Center for Family and Child Enrichment, Inc., to provide equal opportunity to all people without regard to race, color, creed, sex, age, sexual orientation, national origin or genetic information, and to promote the full realization of the policy through a positive, continuing program to be known as The Center for Family and Child Enrichment Affirmative Action Plan. The Center for Family and Child Enrichment, Inc. is fully committed to assuring equal opportunity and equal consideration to all applicants and employees in personnel matters, including recruitment and hiring, training, promotion, salaries and other compensation, transfer and layoff or termination. In the implementation of this policy, it will aggressively seek personnel for all job levels within the organization through upgrading and recruitment from minority group members and women.

The Center for Family and Child Enrichment, Inc. shall likewise assure equal opportunity to any handicapped person who is an applicant for employment, with respect to the employment practice specified above, unless the disability involved prevents satisfactory performance of the work involved.

Procedure

This policy will be implemented through The Center for Family and Child Enrichment, Inc. The Equal Employment Opportunity Policy is, and will continue to be, communicated to all relevant audiences.

The policy is specifically included, and will be a continuing and essential component, of the personnel policies and procedures.

It will be published in all appropriate communication of the organization.



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A copy of this document will be given to every employee and be issued to all persons engaged in the recruitment, hiring, placement, training and education of employees.

The policy will be thoroughly discussed in employee orientation and all training programs, and in appropriate management and supervisory meetings, so that the organization's policy is made clear.

Notices required by the Equal Employment Opportunity Commission, the Office of Federal Contact Compliance in the Department of Labor, and any state or city Human Rights agencies will be displayed in working areas and in employment offices.

All sources of recruitment will be informed orally and in writing of the equal employment policy stipulating that they actively recruit and refer women and minority candidates for all positions listed.

The President & CEO will be responsible for:

- Developing additional or amended policy statements as needed, additional Affirmative Action Plans, and internal and external communication techniques.
- Assisting in the identification of problems in administering this policy and helping to resolve them.
- Designing and implementing record keeping and audit systems that will measure the effectiveness of the program, indicate the need for remedial actions and determine the degree to which the goals and objectives have been attained, keep the Board of Directors of The Center for Family and Child Enrichment, Inc., informed of progress in attaining the objectives of the policy and Affirmative Action Plan, and of the latest developments in the entire equal employment opportunity area.
- Provide reporting to and liaison with compliance agencies.
- Any applicant or employee who believes that he or she has been discriminated against may file a complaint with The Board of Directors within 180 days of the action complained of. All complaints shall be treated in accordance with the procedures set forth in the personnel rules and regulations of The Center for Family and Child Enrichment, Inc.

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Page 2 of 2