



Fostering opportunities for thriving individuals, families & communities

Equal Employment Opportunity Policy and Affirmative Action Plan

Community Concepts, Inc. (Agency) recruits, hires, upgrades, trains, and promotes in all job titles without regard to race, color, religion, sex, sexual orientation, national origin, age, disability or veteran status, except where an accommodation is unavailable and/or it is a bona fide occupational qualification.

Managers shall ensure that all personnel actions such as compensation, benefits, layoffs, recalls from layoff, Agency-sponsored training, educational tuition assistance, and social and recreational programs shall be administered without regard to race, color, religion, sex, sexual orientation, national origin, age, disability or veteran status, except where an accommodation is unavailable and/or it is a bona fide occupational qualification.

Managers shall base employment decisions on the principles of equal employment opportunity and with the intent to further the Agency's commitment to affirmative action and equal employment opportunity. At no time will a covered employee, or covered applicant for employment, who exercises his or her rights pursuant the Agency's Affirmative Action Plan be subject to discipline, or have his or her opportunities for employment adversely affected.

Managers shall take affirmative action to ensure that qualified minority group individuals, females, special disabled veterans, recently separated veterans, Armed Forces service medal veterans, other covered veterans, and individuals with disabilities, are introduced into the workforce, are encouraged to aspire for promotion, and are considered as promotional opportunities arise.

The Agency invites any employee or applicant for employment to review pertinent components of our written Affirmative Action Programs. These programs are available for inspection upon request between 8:30 A.M. and 4:00 P.M., Monday through Friday, in the Human Resource Office. Questions may be directed to me, your manager, or Susan Hanley, our Director of Human Resources.

Applicants are encouraged to identify their race and gender as part of our government reporting procedures. This self-identification is strictly confidential and voluntary, and will not be used to make employment decisions or result in retaliation or adverse action of any sort.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities: (1) filing a complaint; (2) assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act or 1974 (VEVRAA), as amended, or any other federal, state or local law requiring equal opportunity for disable individuals or special disabled veterans or covered veterans; or (3) opposing any act or practice made unlawful by Section 503, VEVRAA or its implementing regulations in this part or any other federal, state or local law requiring equal opportunity for disable individuals or for special disabled veterans or covered veterans; or (4) exercising any other right protected by Section 503 or its implementing regulations in this part or any other right protected by VEVRAA or its implementing regulations in this part.

This policy has my full support and that of our management team. I appreciate your full support as well.

A handwritten signature in black ink, appearing to read "C. Shawn Yardley", is written over a horizontal line.

C. Shawn Yardley, Chief Executive Officer

Date: 9-13-18