

**We'd like to take this opportunity to reach out to our employees, the individuals and families we support, and our local communities. We know many are feeling a variety of emotions during this time. We want to reassure all of you, we will get through this difficult time. We are stronger together.**

**During these unsettling times, The Arc of the Ozarks would like to unequivocally state that we stand against racism and discrimination in any form. We believe that all individuals should be treated equally according to their human rights regardless of race, color, religion, age, sex, disability, nationality, sexual orientation, gender identification, ethnicity or veteran status.**

**The core values of The Arc of the Ozarks define the culture and belief system that guides the actions and decisions of our organization. These values include: empowerment, respect, dignity, choice, community participation, creativity, advocacy, self-determination, diversity, safety, teamwork, partnership and quality.**

**Let's all continue to ensure that we are working together inclusively to fulfill the mission of The Arc of the Ozarks and making our communities a better place to live, work, and play.**



**Board of Directors & Executive Staff**

**The Arc of the Ozarks**

POLICIES AND PROCEDURES

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SUBJECT EQUAL EMPLOYMENT OPPORTUNITY		EFFECTIVE DATE 12-1-92	

Policy:

It is the policy of The Arc of the Ozarks to provide equal opportunity in employment to all employees and applicants for employment. No person is to be discriminated against in employment on the basis of race, color, religion, age, sex, disability, nationality, sexual orientation, gender identification, ethnicity, or veteran status.

Comment:

1. This policy applies to all terms, conditions, and privileges of employment, including, but not limited to, hiring, introductory period, training, placement and employee development, promotion, transfer, compensation, benefits, layoff and recall, social and recreational programs, employee facilities, termination, and retirement.
2. The Director of Human Resources, who reports directly to the President/CEO on matters relating to this policy, is responsible for formulating, implementing, coordinating, and monitoring all efforts in the area of equal employment opportunity. The Director of Human Resources duties may include, but are not necessarily limited to:
  - a. Assisting management in collecting and analyzing employment data.
  - b. Developing policy statements, affirmative action programs if required, and recruitment techniques designed to comply with the equal employment policies of The Arc of the Ozarks.
  - c. Complying with various statutory record keeping and notice requirements in order to ensure full compliance with all employment-related statutes and regulations.
  - d. Preparing, if required by state or federal law, an annual review and summary of The Arc of the Ozarks affirmative action programs and the results achieved under these programs for submission to the President/CEO

- e. Assisting supervisory personnel in arriving at solutions to specific personnel problems.
  - f. Keeping management informed of the latest developments in the entire equal employment opportunity area.
3. Any communication from an applicant for employment, an employee, a government agency, or an attorney concerning any equal employment opportunity matter is to be referred to the President/CEO.
  4. While overall authority for implementing this policy is assigned to the Director of Human Resources, an effective equal employment opportunity program cannot be achieved without the support of supervisory personnel and employees at all levels. Any employees who believe they are the victims of discrimination have a responsibility to report this belief to their supervisor and/or the Human Resource Department.

Adopted: 11-01-92

Revised: 2-07, 5-2012, 10-2019