

ISSUED BY: BOARD OF DIRECTORS ISSUE DATE: 11/76 APPROVAL: 10/76 REV: 12/77, 10/86, 7/90, 7/92, 7/93, 7/94, 7/96, 1/97, 6/00, 6/03, 3/05	PERSONNEL POLICY NUMBER: 503 PAGE 1 OF 3	<u>SUBJECT</u> AFFIRMATIVE ACTION POLICY
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Policy:

It is the policy and practice of FAVARH to provide Equal Employment Opportunity to all people without regard to race, color, disability, veteran status, creed, sex, age, marital status, sexual orientation, or national origin and to promote the full realization of that policy through a positive, continuing program to be known as the FAVARH Affirmative Action Program. The Agency is fully committed to ensuring equal opportunity and equal consideration to all applicants and employees in personnel matters including recruitment, advertising, hiring, training, leave time, promotion, salaries, and other compensation, transfers, layoff and termination.

FAVARH agrees and warrants that we do not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, familial status, national origin, ancestry, sex, mental retardation, mental disability, learning disability, lawful source of income, sexual orientation or physical disability, including, but not limited to, blindness or deafness. This agency further agrees and warrants that we are in compliance with all laws and regulations of the United States and the State of Connecticut regarding equal employment opportunity and public accommodations with request to our programs, clients, officers, employee and volunteers.

Dissemination of the Policy:

The Affirmative Action Program Policy is and will continue to be communicated to all relevant audiences within and outside FAVARH.

1. The policy will be a continuing and essential component of the Personnel Policies and Procedures and will be administratively reviewed annually.
2. The policy is based in conjunction with applicable federal and state laws, regulations, and executive orders, and E.E.O. contract provisions listed below.
 - a) a) Civil Rights Act of 1964 as amended,
 - b) Presidential Executive Order 11246 as amended,
 - c) Title 23 U.S.C. 140,
 - d) Title 49 C.F.R. Part 23,
 - e) Governor's Executive Orders #3 and #17,
 - f) Connecticut Fair Employment Practices Act,
 - g) The Americans with Disabilities Act of 1990,
 - h) Public Act No. 91-58,
 - i) Civil Rights Act of 1991.

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3. "E.O.E" will be publicized in all employment advertising.
4. A copy of this document will be given to every employee and be issued to all persons engaged in the recruitment, hiring, placement, and training of employees.
5. The policy will be discussed in employee orientation and in appropriate management meetings so that the Agency's policy is clear.
6. FAVARH will comply with the Affirmative Action requirements of our funders.
7. Notices required by the Equal Employment Opportunity Commission, the Office of Federal Contract Compliance in the Department of Labor, and any state or city human rights agencies will be posted for employee review.
8. Any sources of recruitment for the Agency will be informed orally and in writing of the Affirmative Action Program Policy stipulating that they actively recruit and refer minority candidates for all positions listed.

Responsibility for Implementation:

The Executive Director of FAVARH will be responsible for the full implementation, monitoring, and enforcement of the Affirmative Action Program as follows:

1. Develop additional or amended policy statements as needed, develop additional Affirmative Action Programs as needed, provide and maintain internal and external communication that substantiates the efforts of the program.
2. Assist in the identification and resolution of problems encountered in the administration of this policy.
3. Implement record keeping and audit systems for documentation purposes that will measure the effectiveness of the program, indicate the need for remedial action, and determine the degree to which the goals and objectives have been attained.
4. Review the qualifications of employees to ensure that minority group employees are given equal opportunities for transfer and promotion.
5. See to it that minority group employees are afforded full opportunity and encouraged to participate in all organization-sponsored educational, training, recreational, and social activities.

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6. Evaluate the efforts and results in encouraging equal employment opportunity.

Minority Recruitment:

The employee recruitment program will be conducted in a manner to ensure we are actively reaching minority group members. This means taking direct initiative to make certain that minority candidates are identified, made familiar with available positions, and encouraged to apply. This will be accomplished by:

1. Giving every consideration to internal promotion first, before seeking candidates outside the Agency. Each unsuccessful applicant will be assured an explanation of the standards he or she failed to meet and recommendations of ways in which to qualify at a subsequent time.
2. Direct contact with groups inclusive with minority representation.
3. Limiting utilization of public and private personnel agencies to those that submit acceptable written statements of their own Affirmative Action Program Policy and where there is no evidence of failure to implement such policy.

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A grievance is a complaint by an employee or a group of employees about an alleged violation, misinterpretation, or inequitable application of any personnel policies, rules, or regulations. This concern may be disruptive to an employee's ability to fulfill job responsibilities. If an employee feels they have a grievance with another employee, an attempt to review the concerns with that employee should be made. If a satisfactory solution is not found after repeated efforts, or if there is a strong need to do so, present the concern to the Manager. The Manager will determine how to address the issue in the most appropriate of the following methods:

- If there is a grievance against a Manager, the employee should present the grievance in writing to that Manager at once and discuss the matter with him/her. If unable to do so, present the grievance in writing to the Personnel Administrator. An attempt to work out a satisfactory solution to all parties concerned must be made within 7 days of the grievance.
- If unable to arrive at a satisfactory solution to the grievance, the Manager or Personnel Administrator will immediately request a meeting with the Coordinator or Department Director. The meeting must be scheduled within 48 hours of the Coordinator or Director being notified. An attempt to work out a satisfactory solution to all parties concerned must be made by the Coordinator or Department Director within 7 days of that meeting.
- If still unable to arrive at a satisfactory solution to the problem, the Coordinator or Department Director will immediately arrange a meeting with the Executive Director. The meeting must be scheduled within 48 hours of the Executive Director being notified. An attempt to work out a satisfactory solution to all parties must be made by the Executive Director within 7 days of that meeting.

A copy of the written grievance, summations of all meetings, and the final decision shall be given to the employee in writing and become part of the Agency's grievance file that is kept by the Personnel Administrator.

From the initial raising of the issue to the Manager to the conclusion, a maximum of 4 weeks may have transpired.