

	Date Issued: 01/01/2014	Page: 1 of 1	Policy & Procedure #1
	Revised: 12/14/2020		
	Function: Human Resources		
	Subject: Affirmative Action and Equal Employment Opportunity		

POLICY:

It is the policy of NYSARC, Inc., Cattaraugus Niagara Counties Chapter ("Agency) not to discriminate against any employee or applicant for employment on the basis of their race, color, religion, age, sex, national origin, marital status, sexual orientation, genetic information, victims of domestic violence and stalking, disability (as defined under Section 503 of the Rehabilitation Act of 1973), or Veteran Status (as defined under Vietnam Era Veterans' Readjustment Assistance Act of 1974), or a person's relationship or association with a protected veteran, including spouses and other family members, and all other categories covered by law. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training at all levels of employment. Regular review helps ensure compliance with this policy.

The Agency is very committed to EEO and Affirmative Action in all aspects of its business and will utilize affirmative action to make employment decisions so as to further the principle of equal employment opportunity. Personnel decisions are based only on valid job requirements, and we will make all reasonable accommodations necessary to employ and advance in employment-qualified persons with disabilities, newly separated veterans, covered veterans, and disabled veterans.

Employees of and applicants to the Agency will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigating or hearing or have otherwise sought to obtain their legal rights related to any Federal, State, or local law regarding EEO for qualified individuals with disabilities or qualified protected veterans.

If you would like to review our Affirmative Action Plans for protected veterans and individuals with disabilities, please contact the Human Resources Department during normal business hours.

Our President and Chief Executive Officer wishes to add her personal note of commitment to assuring that our Agency carries out our Equal Employment Opportunity policy and fulfills the obligations of our Affirmative Action Plan. She expects the support of all employees in attaining and maintaining our goal for a workplace free of discrimination. Equal employment opportunity is not accomplished at the expense of any group or individual, but rather it is good business practice and it contributes to an organization enriched by diversity and excellence.