

Community Action, Inc.

Equal Employment Opportunity / Affirmative Action Policy Statement

This Statement reaffirms Community Action, Inc.'s policy of an open and equitable personnel system for employees and job applicants in accordance with Federal and State legislation.

The Executive Director has the overall responsibility for the administration of Community Action, Inc.'s Equal Employment Opportunity (EEO) / Affirmative Action Policy (AAP) and is the Policy Liaison, located at 105 Grace Way, Punxsutawney, PA 15767-1209, telephone number (814) 938-3302; toll-free (800) 648-3381. In the absence of the Executive Director, the responsibility reverts to the Development/Compliance Director.

A successful EEO / AAP Policy requires the commitment and involvement of supervisors at all levels and are expected to assist the Executive Director and to participate in EEO / AAP implementation, planning, and monitoring. Supervisors must do more than refrain from discriminatory practices and go beyond the maintenance of policies of passive nondiscrimination by taking positive action toward the employment and career development of all job applicants and employees, including those groups often underrepresented such as minorities, women, adults over 40, individuals with disabilities, and protected veterans.

Supervisors should establish career development programs, including providing mentoring, training, cross training, and assessments that may provide opportunities for upward mobility. In addition, supervisors are responsible for increasing employment opportunities for all qualified employees and job applicants with disabilities, and for ensuring reasonable accommodation is made for the limitations of those with disabilities and sincerely held religious beliefs, observations, and practices.

Discrimination is never acceptable and will not be tolerated including in the recruitment, selection, appointment, placement, promotion, appraisal / evaluation, compensation, benefits, delegation, training, career development, discipline, or separation on the basis of race, color, religion (including religious beliefs, observations, or practices), disability, ancestry, national or ethnic origin (including limited English proficiency), age (40 or older), sex (including pregnancy, childbirth, or related medical conditions), actual or perceived gender identity or expression, sexual orientation, lifestyle, political beliefs, union membership, participation or decision to refrain from participation in protected labor activities, marital status, familial status (only for housing), parental status, military service, veteran status, genetic information, AIDS or HIV status, citizenship, relationship to a person with a disability, possession of a General Equivalency Diploma (GED) instead of a high school diploma, use of a guide or support animal or because the user is a handler or trainer of guide or support animals, stereotypes or assumptions, whether the person is a victim of violent crime (including domestic violence), or other characteristics protected by federal or state law.

Additionally, retaliation will never occur against job applicants, employees, or individuals for asserting their rights to be free from employment discrimination, including harassment. This includes filing or being a witness to a complaint; assisting or participating in an investigation or lawsuit regarding discrimination or equal employment opportunity; refusing to follow orders that would result in discrimination; resisting sexual advances or intervening to protect others; and

requesting an accommodation for a disability or religious practice; or exercise any other legal right protected by law requiring equal employment.

Applicants or employees with EEO / AAP complaints or concerns should attempt to resolve them informally by direct communication between the involved individuals or through mediation by a third party, such as a supervisor. However, if the conduct is severe, ongoing, or involves an individual in a position of authority, use of the formal complaint procedure is encouraged.

All formal complaints will be promptly, thoroughly, and fairly investigated. Disciplinary action may be taken, up to and including termination of employment. Formal complaints should be filed verbally or in writing with the Executive Director, as Policy Liaison, or any of the following:

Community Action, Inc.
Board President
105 Grace Way
Punxsutawney, PA 15767

Pennsylvania Human Relations Commission
Pittsburgh Regional Office
301 Fifth Avenue
Suite 390, Piatt Place
Pittsburgh, PA 15222
Telephone: (412) 565-5395
TDD: (412) 565-5711
Website: www.phrc.pa.gov
(File within 180 days of incident)

Equal Employment Opportunity Commission
William S. Moorhead Federal Building
1000 Liberty Avenue, Suite 1112
Pittsburgh, PA 15222-4004
Telephone: (800) 669-4000
TTD: (412) 395-5904
Fax: (412) 395-5749
Website: www.eeoc.gov
(File within 300 days of incident)

Department of Human Services
Bureau of Equal Opportunity
Telephone: (412) 565-7607
TDD: (412) 880-0971
Fax: (412) 880-0207
Email: RA-PWBEOCRCQWESTERN@pa.gov
(File within 90 days of incident)