

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 all 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 / Affirmative Action Policy and is the Policy Liaison, located at 105 Grace Way, Punxsutawney, PA 15767-1209, telephone number (814) 938-3302; toll-free (800) 648-3381.

A successful Equal Employment Opportunity / Affirmative Action Policy requires the commitment and involvement of supervisors at all levels. Supervisors must do more than refrain from discriminatory practices and go beyond the maintenance of policies of passive nondiscrimination by taking positive, results-oriented steps toward the elimination of employment and career development barriers to groups such as minorities, women, aged, veterans, and individuals with disabilities.

Every effort will be made to hire and promote qualified members of all minority groups, women, and veterans into professional, technical, and supervisor classes in those areas where they have traditionally been underrepresented. Supervisors should establish career development programs, including appropriate 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 to meet the physical or mental limitations of qualified applicants or employees.

Supervisors at all levels are expected to assist the Executive Director and to participate in Equal Employment Opportunity / Affirmative Action Policy implementation, planning, and monitoring for their assigned areas. Supervisors' performance relating to the success of the Policy will be evaluated in the same way as other objectives are measured.

No person in the performance of their duties, including recruitment, selection, appointment, placement, promotion, compensation, benefits, delegation, training, discipline, or separation shall discriminate against any person on the basis of race, color, religion (including religious beliefs, observations, or practices), disability, ancestry, national or ethnic origin (including limited English proficiency), age, sex/gender (including pregnancy, childbirth, or related 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, parental status, military service, veteran status, genetic information, AIDS or HIV status, citizenship, 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, no person will retaliate against job applicants, employees, or individuals for asserting their rights to be free from employment discrimination, including harassment. This will include: complaining about discrimination; filing or being a witness to charges or participating in an



investigation or lawsuit regarding discrimination; refusing to follow orders that would result in discrimination; resisting sexual advances or intervening to protect others; and requesting accommodation for a disability or religious practice.

Supervisors have a major responsibility to provide a work environment free from discrimination, intimidation, and harassment, including hate speech and sexual harassment. Supervisors will immediately address and not tolerate unlawful discrimination, harassment, or unprofessional conduct in the workplace. Supervisors will not retaliate against employees who exercise their right to register allegations of discrimination, assist or participate in investigations or activities related to administration of laws regarding equal employment opportunity, oppose any act or practice made unlawful by any law requiring equal opportunity; or exercise any other legal right protected by law requiring equal employment.

Applicants or employees with Equal Employment Opportunity / Affirmative Action Policy complaints or concerns should attempt to resolve informally by direct communication between the involved individuals or the help of a mediation by a third party, such as 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.

Formal complaints should be filed verbally or in writing with Susan K. Fusco, 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
TDD: (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)



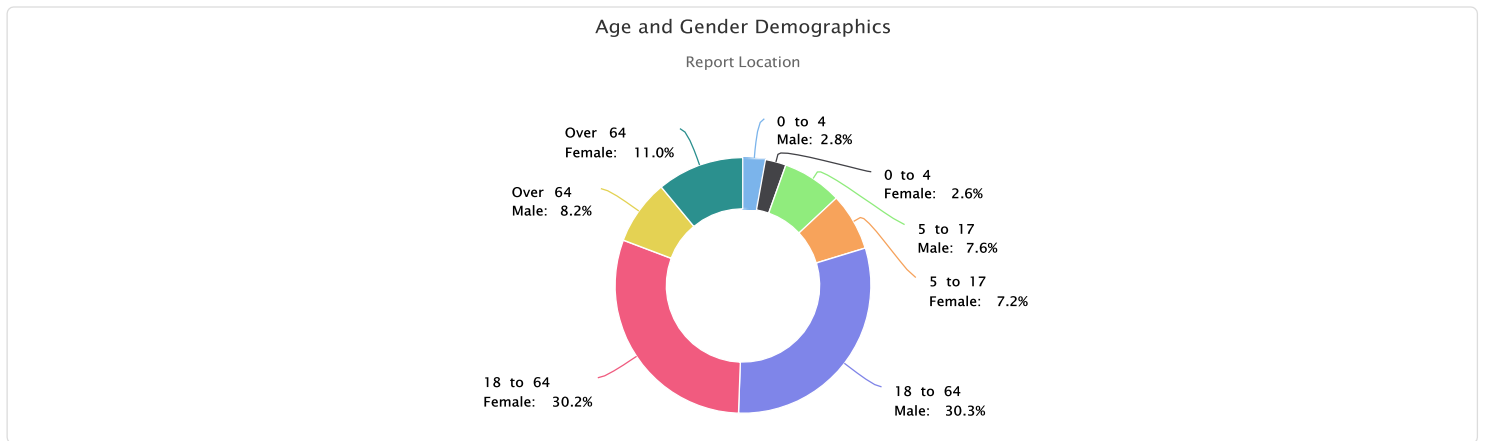
Population

Age and Gender Demographics

Population by gender within the report area is shown below. According to ACS 2015-2019 5 year population estimates for the report area, the female population comprised 51.08% of the report area, while the male population represented 48.92%.

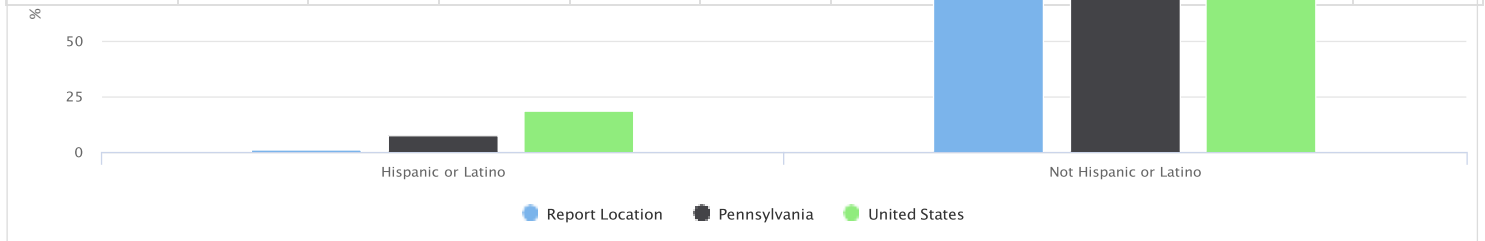
Report Area	0 to 4 Male	0 to 4 Female	5 to 17 Male	5 to 17 Female	18 to 64 Male	18 to 64 Female	Over 64 Male	Over 64 Female
Report Location	2,322	2,151	6,212	5,936	24,786	24,728	6,745	9,026
Clarion County, PA	1,042	943	2,687	2,633	11,808	12,189	3,042	4,069
Jefferson County, PA	1,280	1,208	3,525	3,303	12,978	12,539	3,703	4,957
Pennsylvania	361,510	345,053	1,001,143	954,685	3,907,637	3,939,782	885,228	1,286,897
United States	10,112,614	9,655,056	27,413,920	26,247,802	99,841,782	100,642,825	20,320,351	28,265,193

Data Source: US Census Bureau, American Community Survey, 2015-19. Source geography: Tract

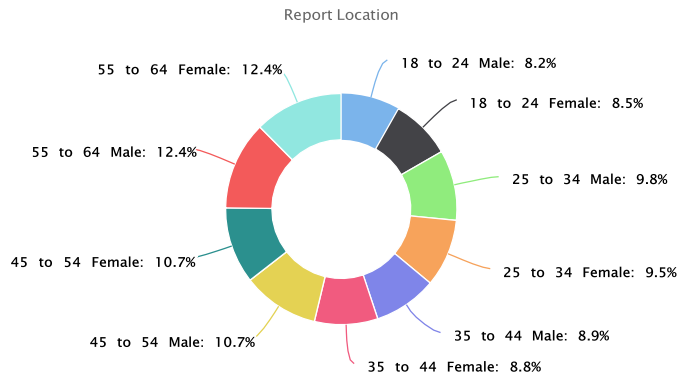


Adult Ages (18 - 65)

Report Area	18 to 24 Male	18 to 24 Female	25 to 34 Male	25 to 34 Female	35 to 44 Male	35 to 44 Female	45 to 54 Male	45 to 54 Female	55 to 64 Male	55 to 64 Female
Report Location	4,080	4,195	4,869	4,703	4,389	4,379	5,308	5,301	6,140	6,150
Clarion County, PA	2,368	2,604	2,286	2,235	1,970	2,046	2,436	2,485	2,748	2,819
Jefferson County, PA	1,712	1,591	2,583	2,468	2,419	2,333	2,872	2,816	3,392	3,331
Pennsylvania	596,391	578,516	854,178	826,729	745,466	748,455	2,267	857,603	876,335	928,496
United States	15,706,354	14,939,973	22,811,448	22,218,967	20,425,649	20,553,110	10,100,000	10,510,000	12,229,000	21,610,185



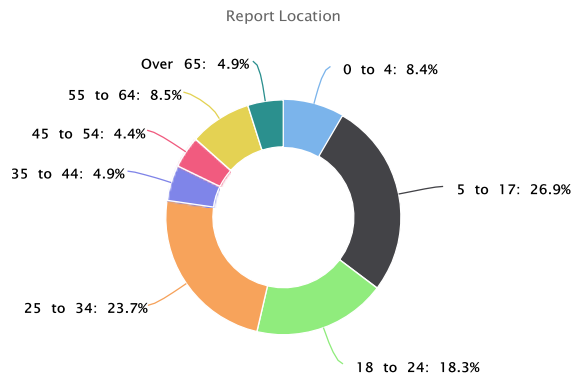
Adult Ages (18 – 65)



Hispanic Ages (Male and Female Combined)

Report Area	0 to 4	5 to 17	18 to 24	25 to 34	35 to 44	45 to 54	55 to 64	Over 65
Report Location	65	209	142	184	38	34	66	38
Clarion County, PA	31	98	75	87	14	20	36	12
Jefferson County, PA	34	111	67	97	24	14	30	26
Pennsylvania	92,640	227,293	116,341	154,743	129,469	99,369	64,239	51,122
United States	5,106,555	13,350,096	6,758,665	9,232,392	8,409,995	6,798,614	4,657,233	4,165,820

Hispanic Ages (Male and Female Combined)

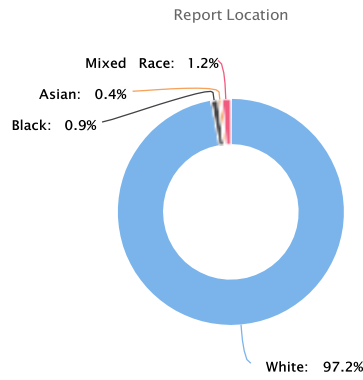


Race Demographics

Population by gender within the report area is shown below. According to ACS 2015-2019 5 year population estimates, the white population comprised 97.17% of the report area, black population represented 0.92%, and other races combined were 0.7%. Persons identifying themselves as mixed race made up 1.21% of the population.

Report Area	Total Population	White Total	Black Total	American Indian Total	Asian Total	Native Hawaiian Total	Some Other Total	Mixed Race Total
Report Location	82,561	80,228	758	97	352	40	91	995
Clarion County, PA	38,715	37,325	527	53	231	21	24	534
Jefferson County, PA	43,846	42,903	231	44	121	19	67	461
Pennsylvania	12,791,530	10,300,602	1,430,664	24,691	436,324	4,198	275,177	319,874
United States	324,697,795	235,377,662	41,234,642	2,750,143	17,924,209	599,868	16,047,369	10,763,902

Race Demographics



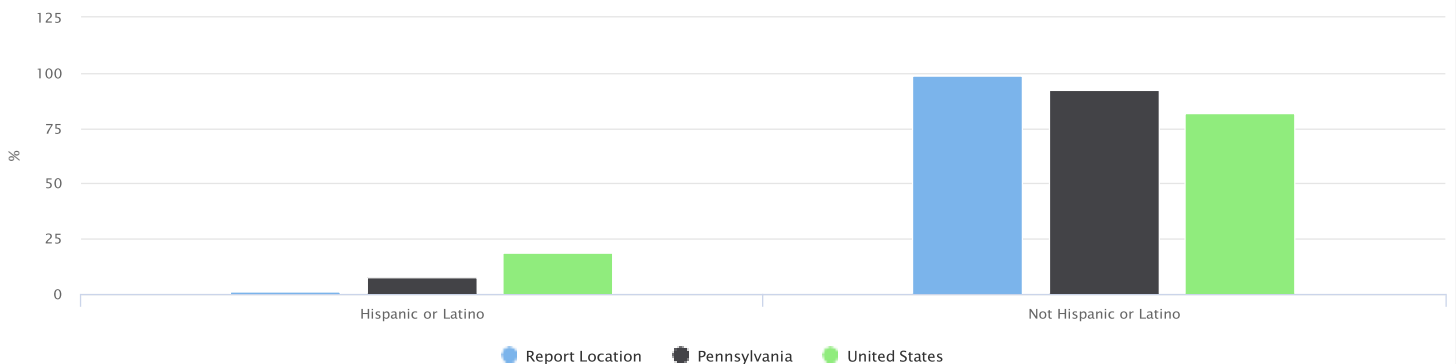
Race Demographics - Male

Report Area	White Male	Black Male	American Indian Male	Asian Total	Native Hawaiian Male	Some Other Male	Mixed Race Male
Report Location	39,590	440	62	100	5	66	457
Clarion County, PA	18,265	304	32	50	5	12	213
Jefferson County, PA	21,325	136	30	50	0	54	244
Pennsylvania	5,048,696	690,229	13,249	208,962	1,772	142,261	159,944
United States	116,386,410	19,713,121	1,362,946	8,512,579	299,477	8,236,298	5,376,088

Ethnicity Demographics - Male

Report Area	Total Males Hispanic / Latino	Total Males Not Hispanic / Latino	Percent Males Hispanic / Latino	Percent Males Not Hispanic / Latino
Report Location	436	40,284	1.07%	98.93%
Clarion County, PA	197	18,684	1.04%	98.96%
Jefferson County, PA	239	21,600	1.09%	98.91%
Pennsylvania	476,487	5,788,626	7.61%	92.39%
United States	29,534,902	130,352,017	18.47%	81.53%

Ethnicity Demographics - Male



Race Demographics - Female

Report Area	White Female	Black Female	American Indian Female	Asian Female	Native Hawaiian Female	Some Other Female	Mixed Race Female
Report Location	40,638	318	35	252	35	25	538
Clarion County, PA	19,060	223	21	181	16	12	321
Jefferson County, PA	21,578	95	14	71	19	13	217
Pennsylvania	5,251,906	740,435	11,442	227,362	2,426	132,916	159,930
United States	118,991,252	21,521,521	1,387,197	9,411,630	300,391	7,811,071	5,387,814

Ethnicity Demographics - Female

Report Area	Total Females Hispanic / Latino	Total Females Not Hispanic / Latino	Percent Females Hispanic / Latino	Percent Females Not Hispanic / Latino
Report Location	340	41,501	0.81%	99.19%
Clarion County, PA	176	19,658	0.89%	99.11%
Jefferson County, PA	164	21,843	0.75%	99.25%
Pennsylvania	458,729	6,067,688	7.03%	92.97%
United States	28,944,468	135,866,408	17.56%	82.44%

