

Policy number: II-2

**Subject: EQUAL OPPORTUNITY
EMPLOYMENT**

Approved: Agency Board:
Policy Council:

Revision: one
June 28, 2006
May 17, 2006

Objective:

Delivery of services and staff selection in a non-discriminatory manner, complying with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act.

Policy:

It is the policy of the Agency to provide equal opportunity employment to all employees and applicants for employment. No person shall be discriminated against in employment because of race, religion, color, sex, national origin, or disability. Any reference to job requirements is designed to adequately describe position needs and not in order to discriminate against persons with disabilities.

This policy applies to all terms, conditions, and privileges of employment including hiring, probation, training, placement and employee development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, termination and retirement. Notice of this policy is distributed and publicized according to Administrative procedure.

Procedure:

1. Data regarding ethnicity will be secured in order to conduct the annual self-assessment of civil rights compliance comparing both service delivery statistics and staff demographic data to census data in the five county area and for Program Information Report (PIR) required data.
2. Statements of compliance and outreach documents, such as letters advising organized minority groups of our programs, will be widely distributed during program expansion.
3. Various resource documents, including the Tennessee State Agencies guide, include resources that may be used when individuals wish to complain to the compliance contact persons. Information is also available on the internet.
4. An Affirmative Action plans may be implemented when the Agency minority staff makeup falls below the population percentage in our region.
5. Active efforts to identify minority members to serve on various advisory groups, boards, or committees will help provide valuable diversity within the groups.
6. Pursuant to our policy of non-discrimination, the Sequatchie Valley Planning and Development Agency does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services, or activities.
7. An employee, applicant, or volunteer shall be given the option to file a discrimination, harassment, or retaliation complaint with the Program Administrator or the Board Chair if the complaint concerns the Administrator. Both parties will be promptly informed at the conclusion of the investigation whether allegations have been found to be founded, unsubstantiated, or unfounded.
8. The Program Administrator or the Board Chair (if complaint relates to the Program Administrator) is responsible for promptly responding to, reporting, and/or investigating any suspected acts of unlawful discrimination, harassment, and retaliation in violation of Sequatchie Valley Planning and Development Agency's EEO Policy. The Program Administrator or the Board Chair must immediately report suspected unlawful discrimination, harassment, and retaliation to the Board, and corrective measures must be adopted.