

JEFFERSON FRANKLIN COMMUNITY ACTION CORPORATION

EQUAL OPPORTUNITY POLICY

PURPOSE

Jefferson Franklin Community Action Corporation, in order to comply with Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, as amended, Title I and Title V of the Americans with Disabilities Act of 1990, and the Genetic Information Nondiscrimination Act of 2008, sets forth this policy to provide that there be no discrimination in employment or in delivery of program services because of race, color, religion, national origin, sex, disability and age. Employment includes applicants and employees, hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment such as genetic information.

STATEMENT BY THE PRESIDENT OF THE BOARD

The Board of Directors is the policy making body of the corporation. This Policy as adopted by the Board should be interpreted as an operational guide within which the Executive Director can administer an effective Equal Opportunity program.

All JFCAC staff shall be responsible for promoting the opportunity of every employee to be able to take full advantage of employment and training without discrimination, and for maintaining a working environment that is free of discrimination or harassment. JFCAC will provide every employee with the training to recognize discrimination and/or harassment when it occurs, and the means to stop it.

EQUAL OPPORTUNITY OFFICER

The Board of Directors shall appoint an Equal Opportunity Officer to administer and promote this policy, provide training and technical assistance, and assist the Board in setting goals and maintaining compliance. The Equal Opportunity Officer shall report at least annually to the Board; and be responsible to the Board on Equal Opportunity matters.

The Equal Opportunity Officer shall receive and attempt to resolve complaints of discrimination, and will, if requested by complainant, assist in preparation of formal complaints. Equal Opportunity complaints will, as much as possible, be held in confidence.

RETALIATION

JFCAC prohibits any retaliation against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

EQUAL OPPORTUNITY COMMITTEE

An Equal Opportunity Committee shall be appointed by the Board of Directors, and shall reflect the composition of the Board as a whole: 1/3 public officials, 1/3 low-income representatives, and the rest from private groups and interests in the area. Minority and protected groups within the geographic

area of service should be included as much as possible. The Equal Opportunity Committee and the Board of Directors shall be responsible for approving the Equal Opportunity Policy, and the Policy Against Sexual and other Unlawful or Offensive Harassment in the Workplace.

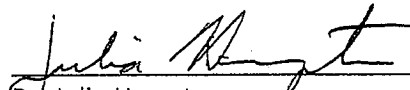
DISSEMINATION OF THE EQUAL OPPORTUNITY POLICY

The Equal Opportunity Policy and policy statements prohibiting harassment and sexual harassment are available to all employees on the ADP Portal site on-line; and is available for the general public to view on JFCAC's website (www.jfcac.org). Orientation for new employees includes reviewing the Equal Opportunity Policy and viewing a video about sexual and other harassment, and a copy of the Policy Against Harassment. New employees are asked to sign a statement that they understand and will comply with the anti-harassment policy. All training is directed not just at eliminating unlawful practices, but at establishing a positive and comfortable workplace for all.

All applicants for employment shall be informed, during initial interview, of JFCAC's Equal Opportunity policies; and the statement "Equal Opportunity Employer" appears on all applications and advertisements.

Information posters relating to Equal Opportunity and fair employment practices shall be posted at all JFCAC sites. Equal Opportunity Policy procedures are detailed in JFCAC's Administration and Financial Policies and Procedures Manual.

Approved by Jefferson Franklin Community Action Corporation Board of Directors, November 14, 2012.


Dr. Julia Hampton
President, Board of Directors

11/14/2012
Date