

EQUAL EMPLOYMENT OPPORTUNITY**Section 2.03****Effective Date: October 15, 2015****Updated and approved: February 16, 2017****Approved By: Governing Board** *JM***Revised Date: February 16, 2017**

It is the policy of the Community Action Committee of Pike County to comply with all regulations of non-discrimination in employment.

Community Action Committee of Pike County is an equal opportunity employer. No personnel decisions concerning any term or condition of employment shall be based upon race, color, religion, sex, sexual orientation, national origin, ancestry, disability, Vietnam-era status, age, military status, disability, place of birth, or genetic information except where such criteria constitutes a bona fide occupational requirement. In addition, the Workforce Innovation and Opportunity Act participants will not be discriminated against based upon their political belief.

The Human Resources Director is the agency's EEO coordinator. The Human Resources Director is responsible for providing information regarding anti-discrimination laws to employees and others, and for reviewing and resolving complaints involving alleged discrimination.

The Human Resources Director shall be responsible for formulating, implementing, coordinating, and monitoring all efforts in the area of equal employment opportunity, including training. Appointing authorities and department heads/supervisors shall maintain responsibility for their actions in regard to offering equal opportunity to each department employee or job applicant and for attempting to resolve discrimination complaints within their respective departments not personally involving the department head.

No inquiry shall be made as to religious, racial, or ethnic origin of an applicant, except as necessary to gather equal employment opportunity or other statistics that, when compiled, will not identify any specific individual. Disclosure of this information by the employee is a voluntary action on the applicant's part.