

# **Community Action, Inc.**

## **Equal Employment Opportunity & Affirmative Action Policy Statement**

This statement is to reaffirm, support and carry out 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 and Pennsylvania Executive Order 2003-10.

As Executive Director, I have the overall responsibility for the administration of the Equal Opportunity Program. I am also the Equal Employment Liaison. My location is 105 Grace Way, Punxsutawney, PA 15767-1209. My phone number is (814) 938-3302 or toll-free (800) 648-3381.

A successful Equal Employment Program 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 and individuals with disabilities.

Every effort will be made to hire and promote qualified members of all minority groups and women 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 insuring reasonable accommodation is made to meet the physical or mental limitations of qualified applicants or employees. No reduction in employment or promotion compensation will result because of disability income or other benefits received related to a disability.

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

No person in the performance of their duties, including recruitment, selection, appointment, promotion, delegation, training, discipline or separation shall discriminate against any person on account of race, color, religious creed, disability, ancestry, national origin, age, gender, marital status, sexual orientation, gender identity or expression, AIDS or HIV status, genetic information and union membership.

Supervisors have a major responsibility to provide their employees with a work environment that is free from discrimination and harassment, including sexual harassment. Supervisors will not retaliate against employees who exercise their right to register allegations of discrimination against their employer.

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### **Equal Employment Opportunity & Affirmative Action Policy Statement** **(Continued)**

Employees with equal employment opportunity complaints or concerns should register them internally with Robert A. Cardamone, Equal Employment Opportunity Liaison or any of the following:

Community Action, Inc.  
Richard G. Fetterman, Board President  
308 Highland Avenue  
Punxsutawney, PA 15767  
Telephone: (814) 938-5176

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

Equal Employment Opportunity Commission  
William S. Moorhead Federal Building  
1000 Liberty Avenue, Suite 1112  
Pittsburgh, PA 15222  
Telephone: (412) 395-5749  
TTD: (412) 395-5904  
(File within 300 days of incident(s))

Meetings of the Community Action, Inc. Board of Directors are normally held in Brookville, PA at noon and open to the public. See Community Action, Inc.'s website ([www.iccap.org](http://www.iccap.org)) for specific board meeting dates. Notices of meetings are published in the major newspapers of Clarion and Jefferson Counties. Confirmation of meeting date, time and location may be obtained by calling Community Action, Inc. at (814) 938-3302. Individuals who desire to address the Board of Directors must provide one week advance notice to the Community Action, Inc. Board President, Richard G. Fetterman, 105 Grace Way, Punxsutawney, PA 15767.