

Procedure No. 4-10-3
Replaces Procedure 4-10-3

Revised: 09-25-23
Issued: 12-01-93

SUBJECT: Affirmative Action Plan

PURPOSE: To carry out the mandate of the Office of Human Resources Policy No. 4.

Woodhaven assures Equal Employment Opportunity (EEO) in all of its policies and procedures regarding:

- | | |
|------------------------------|----------------|
| Recruiting | Compensation |
| Transfers | Other Benefits |
| Promotions | Training |
| Lay-off and Recall Practices | |

These will be administered without regard to race, color, creed, religion, national origin, age, disability, sex (except where sex is a bonafide occupational qualification), marital status, affectional or sexual preferences, cultural, language and socio-economics status. The organization will give full consideration to the employment of people with disabilities for work they are qualified to do. Accommodations will be made when feasible.

“Minority group” in this procedure refers to a smaller segment of employees within the organization who may share common characteristics such as race, ethnicity, religion, gender, sexual orientation, or other distinguishing attributes.

The organization believes that special measures and extraordinary effort are required to prevent discrimination and eliminate it within the organization. We pledge ourselves to a determined and sustained effort in support of this belief and the policies outlined in this Affirmative Action Program.

The organization encourages initiatives and personal leadership by individuals as the best means to ensure success of the program. We want to meet this challenge in a positive and constructive spirit. Violations of this Affirmative Action Program will be met with appropriate action.

The organization will work cooperatively with and seek the assistance of appropriate minority groups and agencies, government agencies, educational institutions, civic organizations, study groups and its suppliers.

It is the responsibility of each member of management, from the Chief Executive Officer to a first line supervisor, to give this non-discrimination policy full support through inspirational leadership and personal example. In addition, it is the duty of every employee of this organization to create a work environment which is conducive to our non-discrimination policies.

Overall organization responsibility for direction and Equal Opportunity policy programs and practices have been assigned to the Chief Operating Officer (COO) who will serve as the Organization Director of EEO.

The following constitutes the basic concepts of the Affirmative Action Plan as regards employment policies and practices at Woodhaven.

Recruitment - The organization will consider all qualified minority group applicants for all job categories.

All solicitation advertisements will state that the company is an Equal Employment Opportunity Employer by the designation “EOE-M\FID\”.

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Appropriate employment advertisements, as need arise, will be placed in sources which may be visited by minority groups. Such advertisements will state that the organization is an Equal Employment Opportunity Employer. Further, the organization will request appropriate minority group organizations to assist in making known the organization's policy and will advise such groups of available employment opportunities.

When the need for skilled applicants arises and the organization decides to recruit at schools and educational institutions, schools having large minority enrollments will be included in the recruiting schedule.

The organization will not discriminate on the basis of minority group status on any job category except where it is a bonafide occupational qualification.

Placement and Promotions – The organization will review job classifications where few minority groups are presently employed and seek to determine the cause for such deficiency. Commitments will be undertaken to remedy the under-utilization of minority employees in any of these job classifications. Placement, promotion and transfer activities at all levels will be monitored to assure that full consideration, as required by organization policy, has been given to all qualified employees identifying as part of a minority group.

Training – On-the-job training programs, as well as classroom and other training and educational programs to which the organization gives support or sponsorship, will be regularly reviewed to assure that minority group candidates, as well as all other employees are given equal opportunity to participate.

Appropriate steps will be taken to give active encouragement to minority group employees to increase their skills and job potential through participation in available training and educational programs.

The organization will seek the inclusion of qualified minority group members in any apprenticeship program in which the organization participates.

Lay-offs, Terminations and Downgrading – Lay-offs, terminations, downgrading and recalls from lay-offs will be made without regard to race, creed, color, religion, ancestry, national origin, age, disability, sex, (except where sex is a bonafide occupational qualification), marital status, affectional or sexual preference, cultural, language and socio-economics status. Full consideration will be given to the employment of individuals with disabilities on work they are qualified to do.

Employee Benefits and Compensation – There will be no disparity in the compensation received by minority group employees and other employees for performing equivalent duties, and opportunities for performing overtime work or otherwise earning increased compensation will be afforded without discrimination unless wage rated under a Federal Wage and Hour Certification.

Goals and Timetables – The organization will establish goals designed to alleviate any under-utilization of minorities. Timetables will be established prescribing when these goals should be met. The organization will, in good faith, make a reasonable effort to fulfill its goals and meet its timetables.

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Progress Reporting – The organization’s books reflecting its progress under this plan and records will be available for inspection in the administrative offices at any time to appropriate government representatives. The organization will establish a formal report and auditing system to measure the attainment of its goals under this program. The organization will furnish information as may be required to comply with the applicable orders and regulations.

Assuring Against Segregated Facilities – The organization shall not maintain or tolerate facilities within the administrative domain of the organization, which are segregated on the basis or race, color, creed, religion, national origin, age, disability, sex, (except where sex is a bonafide occupational qualification), marital status, affectional or sexual preference, cultural, language and socio-economics status and shall give full consideration to providing facilities for the employment of individuals with disabilities on the work they are qualified to do.

Approved by: _____
Human Resources Manager

Date: _____