

Policy

It is the policy of Community Counseling Center to provide equal opportunity in employment to all employees and applicants for employment. No person will be discriminated against in employment because of race, religion, color, sex, age, national origin, disability, marital status, veteran status, sexual orientation, genetic information or any other characteristic protected by applicable federal or state law.

This policy applies to all terms, conditions, and privileges of employment and all policies of the Center.

Procedure

1. The HR Director, who reports directly to the Chief Executive Officer on matters relating to this policy, is responsible for formulating, implementing, coordinating and monitoring all efforts in the area of equal employment opportunity and affirmative action. The HR Director will serve as the Equal Employment Opportunity Coordinator and will be the designated party to whom complaints related to discrimination will be reported to. Any communication from applicants for employment, a current employee, a government agency or any legal entity concerning complaints of discrimination should be forwarded to the HR Director. The CEO will be responsible for informing the Board of Directors of any complaints filed of this nature and the outcome of any investigations.
2. CCC will establish a written affirmative action plan to achieve prompt and full utilization of minorities, disabled, veterans and women in the workforce. While CCC does not use nor advocate quotas, they are committed to an annual review of the status and proportion of minority, disabled, veterans and women in relation to the composition of counties served and area labor force. The results of the annual review will be shared with the Board of Directors and the plan will be modified as necessary to achieve stated objectives.
3. While overall authority for implementing this policy is assigned to the HR Director, an effective equal employment opportunity program cannot be achieved without the support of supervisory personnel and employees at all levels. Any employee who believes they have suffered from discrimination should report this concern to their supervisor and the HR Director.
4. Complaints of discrimination will be handled and investigated under CCC's dispute resolution policy unless special procedures are considered appropriate. All complaints of discrimination will be investigated promptly and in an impartial and confidential manner. A timely resolution of each complaint should be reached and communicated to the parties involved. CCC prohibits any form of retaliation against employees for bringing bona fide complaints or providing information about discrimination.

Review Responsibilities

Administration shall review this policy annually and make changes as situations and circumstances indicate by law and regulatory agencies.

Location of Document

This document shall be placed in the Personnel Policies and Procedures manual.