



# EEO/Affirmative Action Policy

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## Policy Statement:

UCAN provides equal employment opportunity for qualified applicants regardless of age, sex, color, race, national origin, sexual orientation, gender identity, gender expression, religion, marital status, genetic information or testing, physical or mental disability, protected veteran status, or any other characteristic protected by law, that does not interfere with performance of essential job functions. This is reflected in all UCAN practices and policies regarding hiring, training, promotions, transfers, rates of pay, layoff, discipline and termination, employment decisions and other forms of compensation. All matters relating to employment are based on merit and work related criteria.

If an employee has any questions or concerns about any type of unlawful discrimination or harassment in the workplace, (s)he is encouraged to bring these issues to the attention of her/his immediate supervisor or the Human Resources Department. Concerns should be made without fear of reprisal.

- A. The Vice President of Human Resources is the designated member of senior management to conduct all investigations unless otherwise noted. The President/CEO and Vice President of Administration will be made aware of all complaints of a discriminatory nature.
- B. Based on the results of the investigation, management may implement various resolutions depending on the situation including but not limited to: training, transfer, or disciplinary action up to and including termination of employment.

UCAN is an affirmative action employer. The agency maintains an Affirmative Action Plan in the Human Resources Department. Under the supervision of the Vice President of Human Resources, the agency modifies and reviews the plan on an annual basis. The Vice President of Human Resources will be responsible for periodically developing and recommending procedures relating to all aspects of equal employment opportunity for all employees, in both exempt and non-exempt positions.

A full review of the statistical and narrative information such as workplace analysis, utilization analysis and adverse impact are reviewed annually.

The Affirmative Action Plan is available for review in the Human Resources Department.