

EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY STATEMENT

The employment policy of Arc Herkimer is to provide equal opportunity to all persons. Our company, therefore, has made a commitment to equal employment opportunity through a positive and continuing affirmative action program. No employee or applicant for employment will be discriminated against on the basis of race, creed, arrest or conviction record, color, religion, age, sex, national origin, marital status, disability, veteran status, military status, sexual orientation, gender identity or expression (including transgender status), predisposing genetic characteristics/genetic information or carrier status, domestic violence victim status, ancestry, ethnic group identification, or any other category protected by applicable Federal, State or Local law, including a known relationship or association with any member of a protected class.

This policy shall apply to all employment actions, including but not limited to recruitment, advertising, hiring, employment actions, transfer, demotion, layoff, recall, terminations, rates of pay or other forms of compensation and selection for training/development at all levels of employment.

Arc Herkimer prohibits discrimination by or against employees, interns, representatives, vendors, contractors, and all other persons doing business with or for the agency.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in any of the following activities:

- A. Filing a complaint;
- B. Assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of affirmative action and equal opportunity regulations;
- C. Opposing any act or practice made unlawful by affirmative action and equal opportunity regulations, including Federal, State, and local law;
- D. Exercising any other right protected by affirmative action and equal opportunity regulations.

The VP of Human Resources, has been designated EEO Coordinator and is responsible for compliance with State and Federal equal employment opportunity laws, and for implementing the affirmative action program, including equal employment practices, monitoring, and internal reporting.

Employees believing they have not been treated in accordance with this policy are encouraged to contact Arc Herkimer's HR department, during regular business hours. The affirmative action plan is available for review in the HR office during regular business hours by appointment.

This policy statement has the support of the President/CEO, Kevin Crosley.

Equal employment opportunity and affirmative action are not only the law but are principles of Arc Herkimer and require maximum cooperation from every employee throughout our organization. The agency is committed to EEO and Affirmative Action in all aspects of its business and will utilize affirmative action to make employment decisions so as to further the principle of equal employment opportunity.