

## **Equal Employment Opportunity and Affirmative Action Plan- FY22**

This plan affirms COMPASS' policy providing equality of opportunity in all its official actions; prohibiting discrimination in employment because of race, color, religion, sex, sexual orientation, pregnancy, national origin, disability, age, genetic information, military status, veteran status, gender identity, including, but not limited to any class(es) that may be identified and protected in any funding sources and/or grant application(s); and promoting the full realization of equal employment through an affirmative plan of action. This plan shall include:

- A. The hiring of culturally diverse staff at all levels of the agency. These staff shall have the ability to address the need for culturally specific and relevant programming for ethnic minorities, deaf or hearing-impaired persons, veterans, disabled and others; and
- B. Goals for the employment and effective utilization of, including contracts with, White, African-Americans, Hispanics, Asians, Native Hawaiians, other Pacific Islander, American Indian, Alaskan Native and other persons reflecting, as nearly as possible, the composition of the community served by the agency.

It is the policy of COMPASS to ensure equal employment opportunity in accordance with Ohio law and all applicable federal laws, regulations and guidelines. All employees will be given full opportunity to demonstrate their abilities. This plan must continue to be an integral part of every aspect of COMPASS' activity through a continuing affirmative action program.

The principal responsibility for this important program rests with the CEO. Each manager and employee of COMPASS is charged with the responsibility of supporting the CEO in achieving equal opportunity for everyone.

Staff at all levels of the Agency will make a sincere effort to prevent prejudice and discrimination and genuinely support the agency's commitment to true equality of opportunity. All managers and employees will comply with state and federal equal employment laws, rules, regulations and guidelines. This plan will be disseminated to all employees, various recruitment sources and will be displayed on all construction job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Individuals who believe COMPASS has discriminated against them may file a discrimination complaint with the Human Resource Officer/ EEO Officer. This EEO Officer has full authority to manage issues involving employment discrimination.

Point of contact to file allegations of discrimination:

COMPASS' EEO Officer: Danielle Lazor, Human Resource Officer

Location: 1960 East County Line Road, Bldge. 5, Mineral Ridge, Ohio 44440

Phone Number: 330-531-7468

Email Address: dlazor@compassfamily.org

## **Affirmative Action Plan**

**Definitions.** For the purpose of this plan, the term "minority group member" is defined as any person who is a member of a protected class and thus may suffer discrimination on grounds of race, color, religion, sex, sexual orientation, pregnancy, national origin, disability, age, genetic information, military status, veteran status, family status or gender identity. In addition, the terms "race" and "national origin" encompass the following categories as currently defined for statistical reporting purposes:

- A. Hispanic or Latino
- B. White
- C. Black or African American
- D. Native Hawaiian or Pacific Islander
- E. Asian
- F. American Indian or Alaskan Native
- G. Two or more races

### **EEO Recruitment Strategies**

**Strategy:** COMPASS will make a good faith effort to recruit a diverse group of employees and provide equal opportunity for minorities, women, disabled persons and veterans. COMPASS will advertise positions in media outlets that will provide information and access to the underserved populations.

### **EEO Selection Strategies**

**Strategy:** COMPASS will utilize procedures, processes and techniques that are fair and do not have an adverse impact on minorities, women, disabled persons or veterans. Prospective employees will not be excluded from the hiring process due to race, color, religion, sex, sexual orientation, pregnancy, national origin, disability, age, genetic information, family status, military status, veteran status, or gender identity.

### **EEO Placement/Orientation**

**Strategy:** COMPASS will provide newly hired employees with basic employment information during the first couple of weeks on the job. New employee position descriptions, fringe benefit information, policies, procedures, and EEO are a few of the topics, which should be covered. Employees will not be denied fringe benefits and or opportunities for promotion based on race, color, religion, sex, sexual orientation, pregnancy, national origin, disability, age, genetics information, military status, veteran status, family status or gender identity.

## **EEO Performance Evaluation**

**Strategy:** COMPASS will evaluate the performance of their employees on an annual basis. It should provide the necessary supervisory feedback to identify areas to be improved as well as to reinforce those activities that meet or exceed standards. Performance appraisal will be evaluated without regard race, color, religion, sex, sexual orientation, pregnancy, national origin, disability, age, genetic information, military status, veteran status, family status or gender identity.

## **EEO Training Strategies**

**Strategy:** COMPASS will attempt to diversify workforce by utilizing training and internship programs with diverse participants. Training and internship programs can increase the number of qualified minorities, women, disabled persons and veterans available for job placement.

## **EEO Discipline Strategies**

**Strategy:** COMPASS has set clear disciplinary standards and the warning of consequences for non-compliance. Discipline will be designed to rehabilitate employees who choose to correct their behavior as well as justify the termination of those who do not. The employer will not mistreat or unfairly discipline any employee based on race, color, religion, sex, sexual orientation, pregnancy, national origin, disability, age, genetic information, military status, veteran status, family status or gender identity.

## **EEO Separation Strategies/Exit Interviews**

**Strategy:** COMPASS will conduct exit interviews as a problem-solving tool in an attempt to reveal employee turnover. Exit interviews can provide the organization with information about how to correct the causes of discontent and reduce the costly problem of employee turnover.

## **EEO Monitoring Strategies**

**Strategy:** COMPASS will ensure managers and supervisors understand this plan and hold managers and supervisors accountable for the effective implementation of this plan.

## **Minority Business Enterprise Solicitation Strategies**

**Strategy:** COMPASS will make a good faith effort to solicit business from certified minority owned businesses (MBE). COMPASS will utilize the State of Ohio, Department of Administrative Services Equal Opportunity Division's webpage to access certified MBE/EDGE certified businesses.