



Consultants for Children, Inc.

Affirmative Action/Non-Discrimination

Policy:

- Each employee, applicant, and person receiving services, regardless of race, color, religion, national origin, sex, sexual orientation, age, marital or veteran status, or condition causing disability (except as provided by law) shall be afforded equal treatment with respect to all terms, conditions, and privileges of employment, including recruitment, selection, placement, and opportunities for advancement.
- Consultants for Children, Inc. shall not discriminate in service provisions or personnel actions on the basis of race, color, creed, religious belief, sex, sexual orientation, national origin, ancestry, disability, age, political affiliation or veteran's status. Any action of discrimination or harassment based upon sex, sexual orientation, race, creed, religious belief, sex, national origin, ancestry, disability, age, political affiliation or veteran's status is against Federal and Colorado statutes and is not acceptable practice within Consultants for Children, Inc. and/or its contracting agencies. Acts of discrimination and/or harassment are subject to disciplinary action, up to and including immediate termination.
- Consultants for Children, Inc. will make reasonable accommodations with the religious observances and practices of employees or prospective employees who regularly observe a certain day of the week as their Sabbath and/or they observe certain religious holidays during the year and who are conscientiously opposed to performing work on engaging in similar activities on such days, if such accommodations can be made without undue hardship to Consultants for Children, Inc.
- It is illegal and against the policy of Consultants for Children, Inc. for any employee, male or female, to sexually harass another employee, person receiving services, or applicant for services or employment. Sexual harassment is any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or receipt of services.
 - Submission to or rejection of such conduct by the individual is used as the basis for employment and/or service decisions affecting such individual.
 - Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- The Board and the contracting agencies shall assure that local, state, and federal laws and executive orders implementing national equal employment opportunity policy shall be complied with fully. An affirmative action plan will be developed, implemented and reviewed annually.

Procedure:

- The Executive Director will be responsible for:
 - Ensuring compliance with all Federal and State laws, regulations and orders

www.cfcico.com

*265 South Harlan Street Lakewood, CO 80226
(720) 272-1289 Phone (888) 300-3081 Fax*

concerning equal opportunity and affirmative action in personnel actions and service provision.

- Administrative functions related to equal opportunity and affirmative action programs, including the development of an annual affirmative action plan, and maintenance of all records reflecting agency opportunity and affirmative action.
- Preliminary investigation of all complaints concerning discrimination and/or harassment.
- Coordinating training activities related to equal opportunity and affirmative action, and advising staff when actions do not conform to Federal and State equal opportunity, and affirmative action laws, regulations, and orders or providing technical assistance in clarification of such laws.
- Development of draft policy statements, affirmative action components, and internal and external communication techniques concerning equal opportunity and affirmative action.
 - Copies of the Affirmative Action plan shall be provided to local minority organizations and employment and governmental agencies upon request. The Affirmative Action plan shall be discussed in appropriate management and supervisory meetings to clarify the organization's commitment to equal opportunity and affirmative action.
 - When a position opens, the Executive Director will determine whether the position will be filled through internal promotion. Positions to be filled through internal promotion will be posted on the web page on the Job Openings page. Positions to be filled through external recruitment will be advertised in the company web page on the Job Openings page. All employment advertising will carry the statement "Equal Opportunity Employee". All sources of recruitment will be informed of the stipulation that women, personnel with disabilities, and minority candidates will be considered for all positions.
 - All employees, without discrimination, will be given opportunity of training, which could lead to growth in responsibilities. Such training may include, but is not limited to:
 - Educational self-development time off if beneficial to the agency and in accordance with applicable personnel policies.
 - Briefing and training sessions for supervisors to encourage leadership potential.
 - Provisions for attendance at training seminars.
 - On-site training programs for employees.
 - Guidelines for the handling of allegations of harassment and/ or discrimination:
 - Any person who believes he/she has encountered harassment based on sex or any other protected classification, should report the incident(s) to the Executive Director. The complaint should be made as soon as possible to the Executive Director but certainly within ten (10) days of the time the incident(s) are alleged to have occurred. The Executive Director will be responsible for investigating the person's complaint while maintaining confidentiality as much as possible.
 - If the individual with a complaint desires primarily to discuss personal thoughts and feelings, or to consider ways to deal individually with the Incident(s), the Executive Director will offer consultation and advice.
 - If the individual with a complaint wishes to seek remedy for an instance of alleged harassment or discrimination, the Executive Director will explain the avenues of

recourse available.

- In either case, the reporting individual will be assisted in taking the complaint through a formal procedure. A complaint may be carried forward under this policy even if the complaining individual does not request such an investigation when such investigation is deemed to be in the best interest of the Company and other employees.

- If further examination of the complaint is warranted the Executive Director will conduct an investigation to ascertain the pertinent facts. The Executive Director will make a good faith effort to resolve the complaint through an informal process.

- In the event that informal resolution fails, the Executive Director may take one of the following courses of action:

- If after preliminary investigation, the Executive Director believes that the complaint has insufficient evidence to support the accusation, the complaint will be dismissed.

- If after the preliminary investigation, the accusation seems arguably valid, but is not as serious as to lead to discharge of the person who has been accused, the complainant will be advised by the Executive Director and a decision will be made.

- If after the preliminary investigation, the Executive Director believes that the alleged act of sexual or other harassment is serious enough to warrant discharge of the person who has been accused were there to be a finding of guilt, the Executive Director will recommend that disciplinary action proceedings be instituted.

- CFCI will take all steps necessary to remedy the situation as supported by the evidence obtained during the investigation.