

AFFIRMATIVE ACTION PROGRAMS

For Minorities, Women, and Disabled Individuals



Reach for Resources, Inc.

July 1, 2019-June 30, 2020

TABLE OF CONTENTS

SECTION NAMEPage Number

Description of Organization 3

Definitions Used in this AAP 4

Equal Employment Opportunity (EEO) Policy..... 6

Assignment of Responsibility for Affirmative Action Program 7

Dissemination of Affirmative Action Policy and Plan..... 8

Internal Audit and Reporting Systems 9

Workforce Analysis 9

Goals and Timetables..... 10

Problem Area Identification..... 10

Action-Oriented Programs 10

Anti-Harassment Policy 16

Problem Resolution Policy 19

I. Grievance Procedures for Staff..... 19

DESCRIPTION OF ORGANIZATION

Reach for Resources, Inc. is a non-profit organization whose mission is to support individuals with disabilities and mental illness to reach their full potential. We do this by providing individualized services that maximize independence, promote community involvement, and improve physical and mental well-being.

Our Services

Community Living Supports

Reach for Resources helps adults with disabilities achieve the highest level of self-reliance possible and to integrate into their communities. We offer a wide range of support services, including housing support (finding individuals their own home and resources), individualized supports (resources, training, and assistance), in-home supports, and supported employment.

Mental Health Services

Our licensed, experienced mental health professionals and practitioners have been trained to address both disability issues and mental health disorders. Our services include: Adult Rehabilitative Mental Health Services, Children's Mental Health Case Management, Family & Parenting Development, Individual & Family Therapy, and Diagnostic Assessments.

Adaptive Recreation & Inclusion

REACH programs are designed to promote clients' physical health and fitness, build social skills, enhance leadership and community awareness skills, and provide breaks for caregivers. Reach offers activities for individuals of all ages with developmental disabilities. Programs are offered in partnership with fourteen local municipalities, area school districts, and Hennepin County.

Waiver Case Management

Our Waiver Case Management team provides personalized supports to individuals looking to coordinate their services through waiver funding, including, but not limited to: developing a person-centered service plan; informing the team of service options; evaluating and monitoring services; advocating on behalf of the individual; and, research and access additional resources.

Organizational Address:

Reach for Resources, Inc.
5900 Green Oaks Drive, Suite 303
Minnetonka, MN 55343
info@reachforresources.org
952-200-3030
Kate Bottiger, Executive Director
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952-200-5746

DEFINITIONS USED IN THIS AAP

Individual with a Disability: any person who has a physical, sensory, or mental impairment which “materially” (Minnesota) or “substantially” (federal) limits one or more major life activities, or has a record of or is regarded as having such an impairment. "Individual with a Disability" does not include an alcohol or drug abuser whose current use of alcohol or drugs renders that individual a direct threat to property or the safety of others.

American Indian or Alaska Native - a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American - A person having origins in any of the black racial groups of Africa.

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Minority – Any person who identifies as being American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, or in any combination of these identifiers, or someone who identifies as White and as any of the other identifiers.

Job Groups: Although companies are not limited to using these broad job groups as the only means of analyzing their workforce, we use the following as guidelines:

Managers and Administrators: Administrative personnel set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of an organization's operations. This category includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents, and buyers. Unless specifically listed under officials and managers or craft (skilled), first line supervisors, who engage in the same activities as the employees they supervise, should not be reported under this category.

Professionals and Technicians: Professionals are considered to be persons working in occupations requiring either college graduation or comparable work experience. Technicians are those whose work

requires a combination of basic scientific knowledge and manual skills such as can be attained through two-year technical or community college degrees or equivalent on-the-job training.

Sales Workers: Occupations engaged wholly or primarily in direct selling. This includes: advertising agents and sales agents, insurance agents and brokers, real estate agents and brokers, sales agents and sales clerks, grocery clerks, cashiers/checkers.

Office and Clerical: All clerical work regardless of the level of difficulty in which activities are predominantly non-manual (though some manual work not directly involved with altering or transporting the products is included). This includes: bookkeepers, collectors, messengers, and office helpers, office machine operators, shipping and receiving clerks, stenographers, typists, secretaries, and telephone operators.

Skilled Crafts: Manual workers of a relatively high skill level who have a thorough and comprehensive knowledge of the process involved in their work. They exercise considerable independent judgment and usually receive an extensive period of training. This includes: building trades, hourly paid foremen and lead-workers who are not members of management, mechanics and repairmen, skilled machinery occupations, electricians. Exclude learners and helpers of craft workers (apprentices).

Operatives: (Semi-skilled): Workers who operate machines or processing equipment or perform other factory-type duties of an intermediate skill level which can be mastered in a few weeks and requires only limited training. This includes: apprentices, operatives, attendants, delivery and route drivers, truck and tractor drivers, dressmakers, weavers, welders. Include craft apprentices in such fields as auto mechanics, printing, metalwork, carpentry, plumbing and other building trades.

Laborers: (Unskilled): Workers in manual occupations which generally require no special training. They perform elementary duties which may be learned in a few days and which require the application of little or no independent judgment. This includes: garage laborers, car washers, gardeners, and lumber workers, laborers performing lifting, digging, mixing and loading.

Service Workers: Workers in both protective and no protective service occupations. This includes: attendants, clean-up workers, janitors, guards, police, fire fighters, waiters and waitresses.

Underutilization: The Minnesota Department of Human Rights defines underutilization in a job group if the number of women or people of color in a job group are less than what is expected based on the availability percentage data adopted for the analysis.

The Department uses the “WHOLE-PERSON RULE” in determining underutilization.

Declaration of underutilization does not indicate discrimination has occurred in a company; rather, it is an opportunity to enable a company to apply good faith efforts to ensure equal employment opportunities continually occur in the business.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

This is to affirm Reach for Resources, Inc. policy of providing equal employment opportunities to all employees and applicants for employment in accordance with all applicable laws, directives and regulations of federal, state, and local governing bodies or agencies.

Our organization will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, membership or activity in a local human rights commission, or status with regard to public assistance. We will take affirmative steps to ensure that all of our company's employment practices are free of discrimination. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We will provide reasonable accommodation to applicants and employees with disabilities whenever possible.

Reach for Resources, Inc. will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these Affirmative Action objectives as well as other established criteria. In addition, all employees are expected to perform their job responsibilities in a manner that supports equal employment opportunities.

I have appointed Kate Bottiger, Executive Director to manage the company's Equal Employment Opportunity ("EEO") program. This person's responsibilities include monitoring all EEO activities and reporting the effectiveness of the company's Affirmative Action program as required by law. I will receive and review reports on the progress of the program. Any employee or applicant may inspect our Affirmative Action Plan and information related to our EEO program during normal business hours. Please contact the EEO manager listed above for further information.

Any employee or applicant for employment who believes s/he has been treated in a way that violates this policy should contact either their supervisor or Kate Bottiger at 5900 Green Oak Drive, Suite 303, Minnetonka, MN 55343, 952-200-5746, kbottiger@reachforresources.org or any other management representative. The company will take immediate action to investigate and address allegations of discrimination or harassment confidentially and promptly, and we will take appropriate action in response to these investigations.

Kate Bottiger, Executive Director

Date

ASSIGNMENT OF RESPONSIBILITY FOR AFFIRMATIVE ACTION PROGRAM

Kate Bottiger, Executive Director is designated as the company's EEO manager and is tasked with monitoring all employment activity to ensure that our EEO/AA policies are being carried out. The EEO/AA manager has been given the necessary staffing and support from senior management to fulfill the duties of the position. These duties include, but are not limited to, the following:

1. Develop an EEO policy statement and Affirmative Action Plan ("AAP") that are consistent with the company's EEO policies and establish our affirmative action goals and objectives.
2. Develop and implement internal and external strategies for disseminating the company's AAP and EEO policies.
3. Conduct and/or coordinate EEO/AA training and orientation.
4. Ensure that our managers and supervisors understand it is their responsibility to take action to prevent the harassment of employees and applicants for employment.
5. Ensure that all minority, female, and disabled employees are provided equal opportunity as it relates to organization-sponsored training programs, recreational/social activities, benefit plans, pay and other working conditions.
6. Implement and maintain EEO audit, reporting, and record-keeping systems in order to measure the effectiveness of our Affirmative Action Plan/Program and to determine whether our goals and objectives have been attained.
7. Coordinate the implementation of necessary affirmative action to meet compliance requirements and goals.
8. Serve as liaison between our organization and relevant governmental enforcement agencies.
9. Coordinate the recruitment and employment of women, people of color, and individuals with disabilities, and coordinate the recruitment and utilization of businesses owned by women, people of color, and individuals with disabilities.
10. Coordinate employee and company support of community action programs that may lead to the full employment of women, people of color, and individuals with disabilities.
11. Keep management informed of the latest developments in the area of EEO.

DISSEMINATION OF AFFIRMATIVE ACTION POLICY AND PLAN

A. Internal Dissemination

1. Our EEO policy statement is included in our employee handbooks.
2. We will publicize our EEO policy in any newsletters, magazines, annual reports, or other media the company utilizes.
3. Schedule special meetings all other employees to discuss the policy and explain individual employee responsibilities;
4. We will discuss the policy thoroughly during both employee orientation and management training programs;
5. If applicable we will meet with union officials to provide notice of our EEO policy and ask for their cooperation in implementing the policy.
6. If applicable we will include non-discrimination clauses in all of our union agreements and review all contractual provisions to ensure they are non-discriminatory.
7. We will publish articles in any company publications covering our EEO programs, progress reports, and the accomplishments of disabled and female employees and employees of color.
8. Our EEO policy statement and non-discrimination posters will be permanently posted and conspicuously displayed in areas available to employees and applicants for employment.
9. When employees are featured in product or consumer advertising, employee handbooks, or similar publications, we will include images of male and female employees, employees of color, and disabled employees.
10. Communicate at least annually to employees the existence of our affirmative action program and make available the elements of its program as well as enable prospective employees to know and avail themselves of all of our program's benefits.
11. All personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes are carefully selected and trained to ensure that the goals and commitments in the company's affirmative action program are implemented.

B. External Dissemination

1. We will notify all recruiting sources of the company's EEO policy, stipulating that these sources actively recruit and refer women and people of color for all positions listed.

2. We will hold formal briefing sessions with representatives from recruiting sources. As an integral part of these briefings, we will include facility tours; clear and concise explanations of current and future job openings; position descriptions; worker specifications; explanations of the company's selection process; and, recruiting literature. We will make formal arrangements regarding applicant referrals, and follow-up with referral sources regarding the disposition of applicants.
3. Any disabled employees who wish to participate in career days, youth motivation programs, and related community activities will be given opportunity to do so.
4. Any recruiting efforts at schools will include specific outreach to disabled students.
5. We will make an effort to participate in work study programs with rehabilitation facilities and schools that specialize in the training or educating disabled individuals.
6. We will use all available resources to continue or establish on-the-job training programs.
7. We will incorporate the equal opportunity clause into all purchase orders, leases, and contracts.
8. We will send written notification of the company's EEO policy to all sub-contractors, vendors, and suppliers, and request cooperative action from them.
9. We will notify community agencies, community leaders, secondary schools, colleges, and organizations that promote women, people of color, and disabled individuals regarding the company's EEO policy.
10. When employees are featured in consumer or help wanted advertising, we will include images of male and female employees, employees of color, and disabled employees.
11. We will communicate the existence of our EEO policy to prospective employees and provide sufficient information to enable prospective employees to avail themselves of the policy's benefits.

INTERNAL AUDIT AND REPORTING SYSTEMS

Our EEO manager has responsibility for implementing and monitoring our affirmative action programs. Department heads, managers, and supervisors are responsible for providing the EEO manager with information and/or statistical data as necessary to measure our good faith efforts to implement our programs. In addition, they are also responsible for submitting formal reports to the EEO Manager on a scheduled basis regarding the degree to which corporate or unit goals are attained and timetables are met.

At least annually, internal audit reports will be prepared in table format and dated. Data collected for these reports will include applicant flow, new hires, promotions, transfers, and terminations (voluntary and involuntary) by job group. Figures for each personnel process must show a breakdown by sex,

minority classification, and disability status. Reports will be disseminated to appropriate levels of management, and any problem areas will be addressed as promptly as possible.

We will preserve all audit data and other applicable documentation and information available as required by law to the Minnesota Department of Human Rights and other government agencies.

Also, once a year we will submit to the Minnesota Department of Human Rights, on or before, the anniversary date of our Workforce Certificate of Compliance, our **Annual Compliance Report** as required under Minnesota Administrative Rule 5000.3580 for the company's regular workforce.

WORKFORCE ANALYSIS

Availability/Utilization/Underutilization Analysis

The affirmative action plan must include a workforce analysis based on data that is no more than one year old, including a listing of each job title as it appears in your payroll records ranked from the lowest to the highest paid in each department. If there are separate work units or lines of progression within a department, a separate list must be provided for each work unit, or line, including unit supervisors.

Instructions and forms to complete a Workforce Analysis are located on our website at *Compliance Forms and Worksheets*. Click on the link below

<http://mn.gov/mdhr/certificates/forms-worksheets/>

GOALS AND TIMETABLES

During this plan year, it is our goal to meet or exceed the availability percentage for women and minorities in all job groups, as identified in our availability/utilization/ underutilization analysis chart. We will make specific good faith efforts to achieve the availability percentages for minorities or women in any job group where underutilization is identified by our analysis.

We will continue our efforts to recruit and retain individuals with disabilities in all levels of our workforce.

PROBLEM AREA IDENTIFICATION

Reach for Resources, Inc. periodically conducts an in-depth analysis of its total employment process to determine whether and where impediments to equal employment opportunity may exist. We evaluated:

1. Workforce composition by job group: **For companies that have identified underutilization:** we have identified underutilization in our availability/utilization/underutilization analysis (AUUA) and we have set goals to remedy that underutilization.
2. **For companies that have no identified underutilization:* We have identified no underutilization of women or people of color in our current workforce. We will continue to monitor our workforce composition to ensure that no problems arise.
3. Personnel activity: We will routinely conduct adverse impact analyses using the “Eighty Percent Test” or other statistical methods to analyze our personnel activities, including applicant flow, hires, promotions, terminations and other personnel actions, to determine if there are selection disparities between men and women, people of color, nonminority (and within specific racial groups, if appropriate), or disabled and nondisabled applicants or employees. For tests are used as a part of our selection process, we confirm these tests are job-related and are validated. We have taken corrective action to remove any barriers to hiring or retaining women, people of color, or individuals with disabilities.
4. Compensation system: We will routinely review our compensation system, including rates of pay and bonuses, to determine whether there is any gender, race, ethnicity, or disability-based disparities. If any disparities are identified, we take prompt action to resolve the disparity. In offering employment to individuals with disabilities, we will not reduce the amount of compensation offered because of any disability income, pension, or other benefit the applicant or employee receives from another source.
5. Personnel procedures: We will routinely review all of our personnel procedures and processes, including selection, recruitment, referral, transfers and promotions, seniority provisions, apprenticeship programs and company-sponsored training programs and other company activities to determine if all employees or applicants are fairly considered.
6. Any other areas that might impact the success of our Affirmative Action Program: We continually analyze any other areas that may impact our success, such as accessibility of our facility to the available workforce, the attitude of our current workforce towards EEO, proper posting of our EEO policy and required governmental posters, proper notification of our subcontractors or vendors, and retention of records in accordance with applicable law. We take prompt action to remedy any problems in these areas through training of staff or other methods.

ACTION-ORIENTED PROGRAMS

Measures To Facilitate Implementation of Equal Employment Opportunity Policy and Affirmative Action Programs for Women, Minorities, and People with Disabilities

Selection Process

We will evaluate our selection process using an adverse impact analysis to determine if our requirements screen out a disproportionate number of minorities, women, or people with disabilities. All personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes will be carefully selected and trained to ensure that there is a commitment to the affirmative action program and its implementation.

Schedule for Review of Job Requirements: We will annually review all physical and mental job requirements to ensure that these requirements do not tend to screen out qualified individuals with disabilities. We will determine whether these requirements are job-related and are consistent with business necessity and the safe performance of the job, and we will remove any physical or mental requirements that do not meet these criteria. Any job descriptions or requirements changed after review will be distributed to all relevant employees, particularly those involved in the selection process and supervision of employees.

Reach does not require a medical examination for any current positions.

Accommodations to Physical and Mental Limitations of Employees

We will make reasonable accommodations to the physical and mental limitations of an employee or applicant unless such an accommodation would impose an undue hardship on the conduct of the business.

Recruitment of Employees

1. All solicitation or advertisements for employees will state that applicants will receive consideration for employment regardless of their race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance. When needed, to help address underutilization, help wanted advertising will also be placed in news media oriented towards women or people of color. Copies of advertisements for employees will be kept on file for review by enforcement agencies.
2. When we place help-wanted advertisements, we will not indicate a preference, limitation, or specification based on sex, age, national origin, or other protected characteristic, unless that characteristic is a bona fide occupational qualification for a particular job. We will not allow any employment agency with which we work to express any such limitation on our behalf, and we will require that these agencies share our commitment to Equal Employment Opportunity.

3. All positions for which we post or advertise externally will be listed with State of Minnesota Workforce Centers, America's Job Bank, or similar governmental agencies.
4. We will request the Minnesota Department of Employment and Economic Development to refer qualified individual with disabilities for employment consideration under our affirmative action programs in accordance with Minnesota Administrative Rule 5000.3557.
5. As necessary to ensure that potential candidates are aware of job openings, we will contact community organizations focused on the employment of women, people of color, and individuals with disabilities (including state vocational rehabilitation agencies or facilities, sheltered workshops, college placement offices, education agencies, or labor organizations).
6. We will keep documentation of all contacts made and responses received, in connection with paragraphs 4 and 5 above, whether formal or informal. We will make every effort to give these agencies a reasonable amount of time to locate and refer applicants *(preferably one month prior to the closing date for receipt of applicants).*
7. We will carry out active recruiting programs at relevant technical schools and colleges, where applicable.
8. We will encourage existing people of color, female and disabled employees to recruit additional candidates for employment opportunities.
9. Consideration of people of color and women not currently in the workforce: We will take additional steps to encourage the employment of women, people of color and individuals with disabilities who are not currently in the workforce, such as providing part-time employment, internships, or summer employment programs.
10. All solicitation or advertisements for employees will state that applicants will receive consideration for employment regardless of their race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance. When needed, to help address underutilization, help wanted advertising will also be placed in news media oriented towards women or minorities. Copies of advertisements for employees will be kept on file for review by enforcement agencies.
11. When we place help-wanted advertisements, we will not indicate a preference, limitation, or specification based on sex, age, national origin, or other protected characteristic, unless that characteristic is a bona fide occupational qualification for a particular job. We will not allow any employment agency with which we work to express any such limitation on our behalf, and we will require that these agencies share our commitment to EEO.
12. All positions for which we post or advertise externally will be listed on our website and Minnesota Council for Non Profits Job Bank.

13. As necessary to ensure that potential candidates are aware of job openings, we will contact community organizations focused on the employment of women, minorities, and people with disabilities (including state vocational rehabilitation agencies or facilities, sheltered workshops, college placement offices, education agencies, or labor organizations). We will keep documentation of all contacts made and responses received, whether formal or informal. We will make every effort to give these agencies a reasonable amount of time to locate and refer applicants.
14. We will carry out active recruiting programs at relevant technical schools and colleges, where applicable.
15. We will encourage present minority, female, and disabled employees to recruit other employees.
16. We will take additional steps to encourage the employment of women, minorities, and people with disabilities who are not currently in the workforce, such as providing part-time employment, internships, or summer employment.

Training Programs

People of color, female and employees with disabilities will be afforded full opportunity and will be encouraged to participate in all organization sponsored educational and training programs.

We will seek the inclusion of qualified people of color, female and disabled employees in any apprenticeship program in which we participate.

Promotion Process

Our promotion process has been developed and documented and only legitimate qualifications are considered in our promotion decisions. We will conduct adverse impact analyses to ensure that women, people of color, and employees with disabilities are promoted at rates substantially similar to men, non-people of color, and individuals without disabilities.

Termination Process

We use progressive discipline before terminating employees, where appropriate. All employees are made aware of our discipline process. We will conduct adverse impact analyses to ensure that women, people of color, and employees with disabilities do not leave our company at rates substantially dissimilar to those of men, non-people of color, and employees without disabilities.

Religion and National Origin Discrimination and Accommodation for Religious Observance and Practice

As a part of our commitment to Equal Employment Opportunity for all, we have made a specific effort to ensure that national origin and religion are not factors in recruitment, selection, promotion, transfer, termination, or participation in training. The following activities are undertaken to ensure religion and national origin are not used as a basis for employment decisions:

1. Recruitment resources are informed of our commitment to provide equal employment opportunity without regard to national origin or religion.
2. Our employees are informed of our policy and their duty to provide equal opportunity without regard to national origin or religion.
3. Employment practices exist and are reviewed to ensure that we implement equal employment opportunity without regard to national origin or religion.
4. The religious observances and practices of our employees are accommodated, except where the requested accommodation would cause undue hardship on the conduct of our business.
5. We do not discriminate against any qualified applicant or employee because of race, color, creed, disability, age, sex, sexual orientation, marital status, or status with regard to public assistance in implementing the policy concerning non-discrimination based on national origin or religion.

Gender Discrimination Guidelines

We incorporate the following commitments into this AAP to ensure that all laws related to the prohibition of discrimination based on sex are followed:

1. Employment opportunities and conditions of employment are not related to the sex of any applicant or employee. Salaries are not related to or based upon sex.
2. Women are encouraged to attend all training or development programs to facilitate their opportunities for promotion, and to apply for all positions for which they are qualified.
3. We do not deny employment to women or men with young children and do not penalize, in conditions of employment, women or men who require time away from work for parental leave.
4. Appropriate physical facilities are provided to both sexes.

Prevention of Harassment and Discrimination

Our company has developed policies prohibiting the harassment of or discrimination against any employee because of any characteristic protected under civil rights laws. Senior management will distribute these policies routinely to current employees and incorporate these policies as a part of new employee orientation. Employees are made aware of contact persons to report any violation of these policies.

(See attached policies that our company has adopted.)

ANTI-HARASSMENT POLICY

As a part of our commitment to equal opportunity, Reach for Resources, Inc. has adopted an anti-harassment policy. Any employee who engages in harassment on the basis of race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to public assistance, membership or activity in a local human rights commission, disability, age, or other legally protected characteristics; any employee who permits employees under his/her supervision to engage in such harassment; or any employee who retaliates or permits retaliation against an employee who reports such harassment is guilty of misconduct and shall be subject to remedial action which may include the imposition of discipline or termination of employment.

Examples of harassment may include derogatory comments regarding a person's race, color, religion, or other protected characteristics, sexually explicit or other offensive images (whether printed or displayed on a computer), and jokes that are based on stereotypes of particular races, sexual orientations, ages, religions, or other protected characteristics.

Sexual Harassment is prohibited and includes any unwelcome sexual advance, request for sexual favor and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, as a term or condition of employment;
- Submission to or rejection of such conduct is used as a factor in any employment decision affecting any individual; or
- Such conduct has the purpose or effect of unreasonably interfering with any employee's work performance or creating an intimidating, hostile or offensive working environment.

Although the intent of the person engaging in the conduct may be harmless or even friendly, it is the welcomeness of the conduct by the recipient that is relevant to whether the conduct is harassment. Given the difficulty of judging whether the conduct is welcome or unwelcome in particular situations, the company prohibits all employees from engaging in any conduct of a sexual nature or amounting to harassment based on any protected category in the work setting.

This policy applies to everyone, including managers. No retaliation or intimidation directed towards anyone who makes a complaint will be tolerated.

If you believe you have been a victim of harassment, take the following steps:

- Discuss the matter with your supervisor or manager.

- If, for any reason, you would prefer not to speak to your supervisor (for example, if you believe your supervisor to be the source of or a party to the harassment), you may talk to any other member of management or the EEO Coordinator.

The company will investigate and attempt to resolve your complaint promptly. If, for any reason, you believe this has not occurred within a reasonable period of time, refer the problem to any other manager in the company, up to and including the Executive Director of Reach for Resources, Inc.

All employees are to be treated with respect and dignity and have the right to work in an environment free from harassment, intimidation, teasing, or threats. Any form of harassment will not be tolerated. Equal Employment Opportunity Commission guidelines have established basic criteria to determine whether an act constitutes unlawful harassment in violation of Title VII of the 1964 Civil Rights Act. These acts include unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature, teasing or harassing because of physical characteristics, race, and nationality, and sexual orientation, political or religious beliefs.

If you feel that submission to such conduct has become a condition of employment or a basis for an employment decision affecting your job or if you feel it is interfering with your job performance or creating an intimidating, hostile, or offensive work environment, you should immediately contact your supervisor, his/her supervisor, Executive Director, or a member of the Personnel Committee.

Reach for Resources supports the federal guidelines and prohibits any harassment by employees or supervisors. Failure by any individual to adhere to this policy will result in disciplinary action up to and including termination.

HARASSMENT

Harassment is defined as a sequence of behavior which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. It includes but is not limited to harassment, sexual harassment, discrimination, and bullying, these could be done through intimidation, teasing, or threats. These are defined as:

Sexual harassment is defined but not limited to conducts that involve unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature.

Discrimination: can be define as a conduct that is based upon an individual's race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight or veteran's status that unfavorably affects a term or condition of the individual's employment, it is used as the basis for or a factor in decisions affecting that individual's employment and has the purpose or effect of unreasonably interfering with an individual's employment creating an intimidating, hostile, offensive, or abusive environment for that individual.

Bullying is defined as a persistent pattern of behaviors by an individual or group that threaten, intimidate, degrade, undermine, embarrass or humiliate another and have an adverse impact on other's emotional and psychological well-being. It can also be define as a conscious, consistent, repeated hostile malicious behavior intended to harm someone personally and professionally.

Intimidation happens when a superior, coworker, or direct report uses physical violence or threats, blackmail, or verbal abuse to manipulate a company employee for some professional advantage.

Teasing is considered to be a form of intentional provocation accompanied by playful off-record remarks that comment on something relevant to the target.

Threats in the workplace are not exclusively threats of violence. They can be anything that could be harmful to the people who work there. Threats can originate with the physical work environment and with people, including co-workers and customers.

All employees are to be treated with respect and dignity and have the right to work in an environment free from harassment, intimidation, teasing, or threats. Any form of harassment will not be tolerated. Equal Employment Opportunity Commission guidelines have established basic criteria to determine whether an act constitutes unlawful harassment in violation of Title VII of the 1964 Civil Rights Act.

Anyone can be a victim of any of the types of harassment mentioned above. If you feel that submission to such conduct has become a condition of employment or a basis for an employment decision affecting your job or if you feel it is interfering with your job performance or creating an intimidating, hostile, or offensive work environment, you should immediately contact your supervisor, the Executive Director, or a member of the Personnel Committee. Employees are also able to contact our Employee Assistance Program (EAP).

Reach for Resources supports the federal guidelines and prohibits any harassment by employees or supervisors. Failure by any individual to adhere to this policy will result in disciplinary action up to and including termination.

NON-DISCRIMINATION POLICY

Reach for Resources is an equal opportunity employer. It is the policy of REACH to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, age, disability, genetic information, or veteran status.

PROBLEM RESOLUTION POLICY

I. GRIEVANCE PROCEDURES FOR STAFF

Work Related Problems

A work related problem includes any dispute or disagreement as to the interpretation or application of any of the terms of the personnel policies.

Team effectiveness is dependent upon the efforts of all staff members to resolve conflicts with the spirit of open give and take, courtesy and cooperation. It is always most desirable for staff members and their supervisors to informally and promptly resolve their own disputes. However, employees who have made a sincere effort to informally resolve a problem satisfactorily and feel it has not been addressed fully may use the following procedure.

A. Level I

1. An employee who believes that he/she has a work related problem may request a formal meeting to discuss the matter with his/her immediate supervisor in an effort to resolve the issue. This meeting should be requested within a reasonable time after the employee feels the problem began.
2. Should the problem not be resolved at this meeting, the employee may submit a written statement to his/her immediate supervisor within 7 days of this initial meeting. The written statement shall contain the details of the particular problem and outline the particular relief sought. This dispute should be presented in writing within the 7-day period. Failure to file the written notice within that period will be deemed a waiver thereof.
3. Within 7 days of the receipt of the written statement, the supervisor shall call and hold a meeting with the employee to review the written statement. Within 7 days of this meeting, the supervisor shall give the employee a written answer to the grievance. The employee then has 7 days in which to either accept the answer or appeal it in writing to the next level.

B. Level II

1. If the grievance has not been resolved at supervisory level, it may be processed to the next level by presenting the written grievance to the Executive Director within the time frame allotted.
2. Within 7 days after the receipt of the written statement, the Executive Director shall call and hold a meeting with the employee to review the grievance. Within 7 days of this meeting, the Executive Director shall return to the employee a written answer to the grievance.

3. In the instance where the Executive Director is the immediate supervisor or where the Executive Director and the employee have already gone through this process, the chairperson of the Personnel Committee shall receive the written grievance for Level II processing. Using the same time constraints, the Personnel Committee shall meet with the employee, review the grievance and return a written answer. The decision of the Personnel Committee shall be final unless, at their discretion, they decide to refer the grievance to the Board of Directors for its consideration. In this instance, a written answer shall be delivered to the employee within 7 days after the convening of the first available Board meeting. This decision shall be final.