

## NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The governing board of the Catholic Social Services of the Miami Valley affirmed its policy of nondiscrimination at their **December 7, 2016** meeting.

It is the policy of Catholic Social Services of the Miami Valley that no employee, applicant, volunteer or client will be discriminated against because of race, color, religion, sex, national origin, age, disability or because he or she is a disabled veteran or a veteran of the Vietnam era. This agency will consider all individuals for any position for which they are qualified and able to perform or for client services in which they qualify. It is also the policy of this agency to administer all phases of its personnel activity, including recruitment, hiring, placement, upgrading, training, promotion, transfer, separation, recall, compensation, benefits, education, recreation and all other conditions or privileges of employment without regard to the factors listed herein.

This agency is subject to Executive Order #11246, Section 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and Title I of the Americans with Disability Act of 1990 which require us to take affirmative action to employ and advance in employment qualified minorities, females, persons with a disability, disabled veterans and veterans of the Vietnam era.

A person with a disability is an individual who has a physical or mental impairment, which substantially limits one or more of an individual's major life activities. If you have such a disability or are a disabled veteran and want to be considered under the Affirmative Action program or if you have questions about the program, please contact the Director of Finance and Administration. Submission of this information is voluntary and refusal to provide it will not subject you to discharge or disciplinary treatment. Information obtained concerning individuals will be kept confidential, except that (1) supervisors and managers may be informed regarding restrictions on the work or duties of a person with a disability and necessary accommodation, (2) medical and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (3) government officials investigating compliance with the Acts shall be informed.

Furthermore, per Standards for Partner Agencies with United Way of the Greater Dayton Area, the agency will not discriminate in the areas of sexual orientation, political affiliation and union activity with regard to the provision of services to clients, staff hiring or volunteer recruitment.

At this agency, Carolyn Craig, Director of Finance and Administration, is responsible for administering the Affirmative Action Program. Employees or applicants who believe they have been discriminated against should contact this individual. Harassment of an employee, applicant, volunteer or client because of Affirmative Action efforts will not be tolerated. The support of all employees in accomplishing equal employment opportunity is requested and will be appreciated.

I certify the practices of this organization conform to the policy of nondiscrimination stated above.

Edward M. Smith      12/7/2016  
(Name)                      Chair                      (Date)