

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Personnel

POLICY NO: 03-001

SUBJECT: Equal Employment Opportunity/Affirmative Action

EFFECTIVE DATE: June 1988

Policy:

It is the policy and intent of Cottonwood, Inc., to comply with all federal and state laws concerning non-discrimination and equal employment opportunity, regardless of race, religion, genetic information, color, sex, national origin, veteran status, sexual orientation, ancestry, disability (mental or physical), FMLA and/or Domestic Leave status, political affiliation or age and to take affirmative action towards the goals and intention of the applicable law.

Furthermore, it is our policy and intent to practice non-discrimination in regard to the above factors in personnel matters concerning recruiting, hiring, promotion, disciplinary action including demotion, transfer, advertising, layoff or termination, rates of pay, benefits and selection for training and development.

Procedures:

1. Cottonwood, Inc. has established a written Affirmative Action Plan to achieve utilization of minorities and women at all levels and in all segments of the work force. The results of the plan are reviewed annually by the CEO and the plan modified as may be necessary to achieve stated objectives.
2. The EEO/AAP official for Cottonwood, Inc. will be the Human Resource Director. He/she will assist management in collecting and analyzing employment data, identifying areas in which the agency is deficient in the utilization of the protected classes as stated above and work to establish goals and time tables.
3. Record keeping and reporting systems to ensure compliance with legal requirements will be developed and notices regarding equal employment opportunity will be posted in conspicuous places.
4. All position vacancies and any newly created positions will be posted in-house for a minimum of three calendar days. Note: Friday postings will be extended one day through Tuesday.
5. A list of organizations in the area will be available and must be used when advertising positions or posting externally. When advertised or posted externally, a position will remain vacant for a minimum of five calendar days.
6. All current staff of Cottonwood, Inc. who participate in hiring decisions will be formally notified regarding the policy of non-discrimination.