



## **AFFIRMATIVE ACTION STATEMENT / EQUAL EMPLOYMENT OPPORTUNITY**

Sunshine Village is committed to Equal Employment Opportunity. It is the policy of Sunshine Village to provide equal employment opportunities to all people without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

A positive, continuing program, to be known as Sunshine Village's Affirmative Action Program, will accomplish a full realization of this policy. Sunshine Village is committed to assuring equal opportunity and equal consideration to all applicants and employees in personnel matters, including recruitment and hiring, training, work assignments and scheduling, promotion, salaries and other compensation, transfer, and layoff or termination. In the implementation of this policy, Sunshine Village will actively seek out qualified handicapped, minority and women personnel for all job levels within the organization through upgrading and recruitment. Sunshine Village will endeavor to eliminate, whenever possible, any architectural barriers which may be a deterrent to employment, volunteering or service on the Board of Directors.

## **DISSEMINATION OF EEO POLICY**

Sunshine Village's Equal Employment Opportunity Policy is and will continue to be communicated to all applicants, employees and the general public and posted in prominent locations. The Affirmative Action Officer, who reports directly to the Executive Director, will be responsible for monitoring compliance with the Affirmative Action Program. The Sunshine Village's EEO Policy will be disseminated in the following ways:

The policy will be specifically included in the personnel policies and will be a continuing and essential component of the personnel policies and procedures.

A copy of the Affirmative Action Plan will be maintained in the office of the Affirmative Action Officer and is available to any employee for review and discussion.

The policy will be discussed in employee orientation, training programs and in appropriate management and supervisory meetings.

A self-evaluation plan will be conducted annually to assure that no otherwise qualified person with handicaps is denied access to a benefit from agency activities, including employment opportunities.

Affirmative Action and Equal Employment Opportunity Notices are on display in visible locations at every Sunshine Village site.

As job openings develop, recruitment sources will be informed of the Equal Employment Opportunity Policy stipulating that women and minority candidates will be actively recruited for all positions listed. Equal opportunity clauses will be incorporated in all advertisements.