

Policy: **TASC Affirmative Action** ----- General Statement

Employment

TASC, Inc., is an equal opportunity, Affirmative Action employer.

The following policy outlines the ongoing effort in providing equal employment opportunity to all qualified persons and full utilization of the capabilities of all individuals, regardless of race, color, sex, national origin, religion, sexuality, age, disability, genetics or veteran status.

TASC reconfirms the long-supported policy providing equal opportunity to all qualified individuals. TASC does this not merely because it is required by law, but because it is morally and ethically right. The Equal Employment Policy applies to all matters relating to the employment, placement, upgrading and transfers, promotion, training, rates of pay and other forms of compensation, benefits and facilities of current employees as well as other conditions of employment. TASC insures that reasonable accommodations are made in equipment, layout and necessary job duties for qualified or qualifiable persons with disabilities.

TASC's objective is to obtain individuals qualified and/or qualifiable for the positions by virtue of job-related standards of education, training, experience and personal abilities. TASC has a commitment to identify and analyze all areas of employment and to achieve compliance with the mandates of applicable executive orders.

Responsibility

Overall responsibility for compliance is with the Executive Director and implementation is assigned to managers, supervisors and supporting managerial personnel.

The Affirmative Action Coordinator (Executive Director) is responsible for monitoring all equal employment opportunity and Affirmative Action activities. Periodic progress and audit reports concerning the implementation of the Affirmative Action Program are conducted by the Coordinator.

Affirmative Action

Points of Policy – Objectives:

- TASC recruits, hires, and promotes employees without regard to race, color, sex, national origin, religion, age, sexuality, disability, genetics or veteran status.

- TASC makes decisions on employment to further the principle of equal employment opportunity.
- TASC insures that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid job requirements for promotional and placement opportunities.
- TASC insures that all other personnel actions such as compensation, benefits, transfers, layoffs, returns from layoff, Agency-sponsored training, education, tuition assistance, and social and recreational programs are administered without regard to race, color, sex, age, national origin, religion, disability, genetics or veteran status.
- To assure success, TASC makes a special effort to find, hire, train and promote women, racial minority group members, disabled individuals and veterans.
- Employees and applicants are invited to voluntarily identify themselves as disabled.

Policy: **Affirmative Action** ----- procedures
Employment

1. **Communication of Policy**

TASC internally disseminates policy on Equal Employment Opportunity by utilizing bulletin boards and publications, including the Policy Statement in all new employee information and during orientation. The Agency continues to stress adherence to the policy to the supervisory personnel and all others who are charged with the responsibility of employment decisions.

The agency advertisements for employment will continue to incorporate "An Equal Opportunity Employer". When employees are pictured in any publications or advertisements, effort will be made to insure that racial minorities, females, disabled individuals and veterans are represented.

2. **Employment and Recruitment**

A. TASC seeks and encourages applicants of the protected group by advertising and direct contact with organizations specializing in job placement of protected group individuals.

- B. Local organizations, schools, and specialized employment agencies are requested to refer minority and female applicants.
- C. Secondary schools, junior colleges, and colleges with minority enrollment will be contacted for employment candidates.

3. **Support of Community Action Programs**

It is important to TASC that the Equal Employment Opportunity commitment is fully understood in the community. Management is encouraged to become active in civic organizations and community development activities in order to provide better understanding of local problems. The agency takes the following specific steps to support the community action programs:

- Publicize achievements of minority employees in local media.
- Support local community action programs with emphasis on educational aspects.
- Encourage members of management to serve on various boards dealing with minority problems.

4. **Auditing, Reporting and Objectives**

TASC's continuing goal is to utilize protected classes in all job categories at levels to their availability in the work force. Objectives are set for job categories where the agency current minority or female work force is below the availability in metropolitan work force. Objectives are not required quotas but are targets reasonably attainable by means of applying every good-faith effort to make all aspects of the entire Affirmative Action program work. To measure the effectiveness of the Affirmative Action program and to determine if progress is occurring, an internal monitoring and reporting system has been established. The Coordinator maintains Agency work-force records for personnel. Management is advised of the program's effectiveness on a frequent basis to insure non-discrimination. The Affirmative Action Program is reviewed and revised on an annual basis.

5. **Responsibility of Management**

The Executive Director will:

- Be held accountable for seeing that equal employment practices are applied to all employees within the work area.

- Recognizes areas of under-utilization.
- Confer regularly with employees to ensure that agency policies are being followed.
- Become actively involved with local minority organizations, female organizations and community action groups.

Policy: **Affirmative Action for the Disabled**- General Statement

Employment

TASC encourages employment of qualified persons with disabilities and does not discriminate based upon a mental or physical disability in regard to personnel practices such as:

- recruitment and employment advertising
- hiring and placement
- promotions, demotions and transfers
- training and education
- benefits and compensation
- social and recreational programs

Reasonable accommodation will be provided whenever possible in an effort to advance employment opportunities for disabled individuals.

Responsibility

Overall responsibility for compliance and implementation is assigned to the Affirmative Action Coordinator. The Coordinator will provide full assistance and support to all levels of management in the implementation of the program. The Affirmative Action Coordinator will initiate periodic progress and audit reports concerning the implementation of the Affirmative Action program.

Policy: **Affirmative Action for the Disabled**- Points of Policy

Employment

1. Disability definition:
 - A. Any individual who has a physical or mental impairment which substantially limits one or more of his or her major life activities.
 - B. Has a record of such impairment, or

- C. Is regarded as having such an impairment.
2. Any individual who is an alcoholic or drug abuser whose current use of alcohol or drugs prevents the individual from performing the duties of the job in question is not included in the provisions of The Rehabilitation Act of 1973.

Policy: **Affirmative Action** – Distribution of Policies

An Affirmative Action Plan should serve as a tool to promote and ensure equal employment opportunities in the workplace. To ensure that the agency's commitment is known to all employees, a copy of the plan will be given to each new employee, will be distributed to all employees via the employee handbook and will be communicated externally to the public by being posted on the bulletin board.