

**SECTION I****EMPLOYMENT****EQUAL EMPLOYMENT OPPORTUNITY (EEO)****POLICY# 1.01**

It is the policy of the Achievement Centers for Children to afford equal opportunity in all areas of employment to all individuals regardless of race, color, religion, sex (including pregnancy), national origin, age (40 or older), genetic, sexual orientation, gender identity, physical or mental handicap, including any person with HIV or AIDS-related complex or developmental disability, and to administer all recruitment, selection, promotion, evaluation, work assignments and retention of employees or volunteers in a manner consistent with all applicable state and federal fair employment practice laws, including, but not limited to, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, and Chapter 4112 of the Ohio Revised Code.

Action will be taken by all components of the agency to ensure that this policy is implemented and maintained. This applies to all matters of advertising, recruiting, employment, promotion, demotion, transfer, layoff or other termination, compensation, benefits and training.

The President/CEO is ultimately responsible for overall administration of this policy and compliance with all laws regarding equal opportunity, non-discrimination and affirmative action. It is also the President/CEO's responsibility in coordination with ACC's Executive Leadership Team and the Director of Human Resources to communicate with the supervisors on a continuing basis on matters relating to these laws, and to provide assistance where necessary. Each supervisor is responsible for ensuring compliance with applicable laws.

If you believe that you have been treated in a way that does not meet the expectation of this policy, you should submit an oral or written complaint with Human Resources or the President/CEO.

The President/CEO should be informed immediately of all charges brought by an EEO enforcement agency and will coordinate the response to the charge.