



AFFIRMATIVE ACTION /EQUAL EMPLOYMENT OPPORTUNITY

Policy

It is the policy of Assisted Independence, LLC. to provide for and promote equal employment opportunity in employment compensation and other terms and conditions of employment without discrimination based on age, race, creed, color, national origin, gender, sexual orientation, disability, marital status, Vietnam Era Veteran status, genetic predisposition, or carrier status. Assisted Independence, LLC. is committed to assuring equal employment opportunity and equal access to services, programs and activities for individuals with disabilities. It is the policy of Assisted Independence, LLC. to provide reasonable accommodation to a qualified individual with a disability to enable such individual to perform the essential functions of the position for which he/she is applying or in which he/she is employed. Further, it is the policy of Assisted Independence, LLC. to provide reasonable accommodation for religious observers. Assisted Independence, LLC. will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

Procedure

Assisted Independence, LLC.'s appointed Affirmative Action Officer is the President and is the responsible agent in the full implementation of the Affirmative Action Plan. The President will be responsible for conducting an annual summary of the staff employed by Assisted Independence, LLC. The summary shall include, but is not limited to:

- 1) The number of male and female incumbents by ethnicity and professional category, e.g., Caucasian, African American, Hispanic, Native American, Disability, Officials/Administration, Professional, Paraprofessionals, Office Clerical, and Technicians.
- 2) Wage rates for each job classification by the above groups. Any under-representation or underutilization of protected classes at all levels of the organization should be analyzed. Affirmative Action goals should be revised to reflect any significant changes in the staffing pattern.

The Affirmative Action plan shall be reviewed, revised, and updated annually by the Affirmative Action Officer to:

- 1) Assess utilization of protected class employees. Protected class refers to ethnic minorities, females, Vietnam era veterans, disabled persons, and persons between the ages of forty (40) and seventy (70).
- 2) Ensure that a concerted effort is made to promote protected class individuals.

- 3) Ensure in organizational units where the proportion of protected class employees approaches rather than equals their representation in the relevant work force, that special attention is given to the recruitment of the underrepresented group.
- 4) Ensure, in organizational units where protected class individuals are underrepresented in top-level positions that special attention is given to the promotion or recruitment of the underrepresented group to top-level positions.
- 5) Ensure that all human resources policies and practices incorporate Equal Employment Opportunity / Affirmative Action Officer guidelines.

The policy applies to all employment practices and actions. It includes, but is not limited to, recruitment, job application process, examination and testing, hiring, training, disciplinary actions, rate of pay or other compensation, advancement, classification, transfer, reassignment and promotions. Assisted Independence, LLC.'s designated person for issues concerning Affirmative Action/Equal Employment Opportunity is Nathan Red, (812) 374- 9450, nathan@assistedindependence.care.