

II. Policy Statement

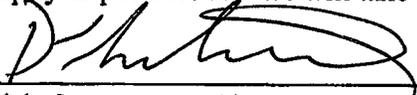
It is the policy of Arrowhead Regional Corrections (A.R.C.) to provide equality of opportunity in employment to all employees and applicants for employment in accordance with all applicable equal employment/affirmative action laws, directives and regulations of federal, state, and local governing bodies thereof specifically, Minnesota Statutes 363. It is the intent of the A.R.C. Board to assure that every individual making application for employment or presently in the employ of the A.R.C. be considered on the basis of individual ability and merit, without discrimination or favor due to race, color, creed, religion, national origin, sex, marital status, familial status, age, sexual orientation, status with regard to public assistance, disability, genetic information, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law in all terms, conditions, and privileges of employment. This policy also applies to the use of all facilities and participation in all A.R.C. sponsored activities.

In furtherance of this policy, Arrowhead Regional Corrections establishes an Affirmative Action Plan, providing for fair and equitable treatment in all phases of public employment, including but not limited to recruitment, recruitment advertising, selection, hiring, promotion, upgrading, job assignment, demotion, transfer, disciplinary action, layoff, recall, termination, training, and rates of pay or other compensation. The concept of this affirmative action policy is both consistent with and fundamental to the maintenance of an effective merit system and it shall be implemented as part of A.R.C.'s personnel system. A. R. C. will provide reasonable accommodation to applicants and employees with disabilities.

It is the responsibility of every department head and supervisor to cooperate in the implementation of this policy. The supervisory personnel will be evaluated on the basis of their involvement in achieving these affirmative action objectives, as well as other established criteria. In addition, all employees are expected to perform their job responsibilities in a manner that supports equal employment opportunity for all.

In the interest of advancing equal opportunity in employment, A.R.C. will communicate its Affirmative Action Policy to those from whom it purchases products and services.

Arrowhead Regional Corrections Executive Director, Kay Arola, or her designee, has been appointed to manage the Equal Employment Opportunity Program. The Department will be responsible for monitoring all Equal Employment Opportunity activities and reporting the effectiveness of this Affirmative Action Program as required by federal, state, and local agencies. The Arrowhead Regional Corrections Board will receive and review reports on the progress of the program. Any employee or applicant may inspect our Affirmative Action Plan during normal business hours. If any employee or applicant for employment believes he or she has been discriminated against, please contact the Senior Human Resources Advisor, Human Resources Department, Room 1, Court House, Duluth, MN 55802, or call (218) 726-2422. Responsible parties will investigate allegations of discrimination or harassment as confidentially and promptly as possible and we will take appropriate action in response of these investigations.



Derrick Goutermont, Chair
Arrowhead Regional Corrections Board

3-20-15

Date