

**Catholic Charities North Dakota
Equal Employment Opportunity and Affirmative Action Statement**

NOTICE TO ALL STAFF

Equal Opportunity:

Catholic Charities North Dakota is firmly committed to the belief that all persons are created equally in the eyes of God. We affirm the fundamental dignity of each person. Based on these beliefs, we will not discriminate on the basis of race, religion, color, gender, national origin, mental or physical handicap, medical condition, age or ethnicity, or any other basis contrary to state or federal law. The Agency reserves the right to inquire regarding an applicant's understanding and acceptance of Catholic teachings.

The major federal laws governing employer-employee relations include: Civil Rights Act of 1964 (as amended), the Fair Labor Standards Act, the Equal Pay Act, Age Discrimination in Employment Act, the Americans with Disabilities Act of 1990, the Family and Medical Leave Act, the Occupational Safety and Health Act, the National Labor Relations Act, as well as the regulations implementing all of the above statutes and Executive Order 11246. State or local law or regulation when more stringent supersedes federal regulation.

Employment practices, programs and services will be carried out without discrimination as noted above. Each Supervisor is responsible for understanding and communicating the enforcement of this policy.

Affirmative Action:

Through its mission statement, philosophy and values, Catholic Charities North Dakota will be affirmative in its employment practices and activities. The Agency will continuously monitor its practices and conduct annual reviews to determine if it is meeting the proportional gender and minority percentages identified in the available work force. The Board of Directors will evaluate these reviews and determine whether problems exist and take the necessary steps to implement a more specific affirmative action plan. CCND's legal counsel will assist in this process to ensure Agency compliance with appropriate laws and regulations.

Approved by:



CCND Executive Director

Date 9-18-18

September 2018

Authorized by:



CCND Board of Directors

Date 9-18-18

AFFIRMATIVE ACTION PLAN

Catholic Charities North Dakota is committed to affirmative action principles which assure fair employment practices in all programs and services. In order to achieve fair and equal treatment of all employees and to be consistent with our Equal Employment Opportunity policy, the following Affirmative Action Plan is adopted:

- a) The Executive Director of the Agency will have overall responsibility for implementation of both the Equal Employment Opportunity (EEO) policy and the Affirmative Action Plan (AAP).
- b) The EEO policy and AAP will be distributed:
 - Internally: Shared, reviewed and discussed at employee meetings and published in the Employee Handbook.
 - Externally: Published in Agency newsletters, distributed to recruiting sources and potential applicants and referenced in all recruitment advertisements and activities.
- c) The Executive Director will instruct all management employees with the authority to hire, fire, promote and discipline employees of their responsibility to conduct all personnel matters in a manner consistent with the EEO policy and AAP.
- d) The Agency will conduct an annual review of its departments and positions to determine if it meets the proportional percentages of qualified males and females and minorities identified in the general population. The results of this review will be presented to the Board of Directors at its annual meeting.
- e) If it is determined by the Board of Directors that a situation of underutilization exists, the Executive Director and the Human Resource Committee of the Board of Directors will be responsible to develop and initiate an aggressive plan for correction. The plan will require full documentation of all efforts made to secure qualified males or females and minority applicants and a progress report will be presented at each successive Board meeting until the desired objectives are achieved.
- f) The EEO policy and AAP will be reviewed for content and effectiveness by the Board of Directors on an annual basis and review by the Agency's legal counsel will be required if any changes are made or if an exception is found and a plan for correction is implemented.

The Agency will post jobs externally using media with a delivery reach that will create a diverse candidate pool.

Date: _____