

**FLORIDA CROWN WORKFORCE BOARD, INC.
POLICY**

POLICY TITLE: EEO/AA Policy and Plan

POLICY NUMBER: ADM-004-02

DATE EFFECTIVE: October 11, 2002

DATE REVIEWED: July 20, 2010

APPLICATION:

Florida Crown Workforce Board, Inc. (FCWB) employees, contractors, providers & customers.

PURPOSE:

To set forth the equal employment opportunity and affirmation action EEO/AA policy and plan of FCWB.

EFFECTIVE DATE:

Upon Issuance.

POLICY:

It is the policy of FCWB to comply and cooperate to the fullest extent with all applicable regulations of the Equal Employment Opportunity Provisions of the Civil Rights Act of 1964, Executive Order 11246, the Rehabilitation Act of 1973 (29 U.S.C. 793), the Americans with Disabilities Act (ADA) of June 26, 1990 and the Vietnam Era Veterans Readjustment Assistance Act of 1972, all as amended. This policy pertains to any arrangement under which employees, including trainees, are selected for work.

It is the policy of FCWB not to discriminate against any employee or applicant for employment because of race, religion, color, age, sex, marital status, political affiliation or belief, national origin, disabilities or Vietnam Era and Special Disabled Veteran's status and, for beneficiaries only, status as a citizen or individual lawfully admitted into the US or participation in a WIA Title I – financially assisted program or activity. FCWB will take affirmative action to assure an equal employment opportunity to all qualified persons, and that employees are treated equally during employment without regard to their race, religion, marital status, political affiliation or belief, color, age, sex, national origin, disabilities, or Vietnam Era and Special Disabled Veteran's status. Such action shall include but not be limited to:

1. Employment, upgrading, demotion, or transfer.
2. Recruitment and recruitment advertising
3. Layoff or termination
4. Rate of pay of other forms of compensation
5. Selection for training, including apprenticeship, pre-apprenticeship and/or on-the-job training.

EEO OFFICER DUTIES

It is the policy of FCWB to continuously maintain the appointment of an Equal Employment Opportunity Officer (EEO Officer). The name and contact information for the EEO Officer will be communicated along with this policy. The EEO Officer has responsibility for effectively administering and promoting an active program of equal employment opportunity, The EEO Officer will coordinate the EEO efforts of superintendents, supervisors, forepersons and others in the position of hiring personnel. The FCWB EEO Officer has the responsibility for effectively administering and promoting an active program of equal employment opportunity within the Company. The EEO Officer will make recommendations, where appropriate, to correct any deficiencies found in the Company's program. The EEO Officer will ensure that this policy and plan are being carried out.

DISABILITIES SERVICES COORDINATOR

It is the policy of FCWB to continuously maintain the appointment of a Disabilities Services Coordinator for each One-Stop location. The name and contact information for the Disabilities Services Coordinator will be posted at each location.

EEO/AA PLAN

It is the policy of FCWB that there not be any discrimination by virtue of race, religion, color, age, sex, national origin, marital status, political affiliation or belief, disabilities or Vietnam Era and Special Veterans status, in the functions of hiring, placement, up-grading, transfer or demotion. In addition, there shall not be any discriminatory practices in recruitment, advertising, or solicitation for employment, rates of pay or other forms of compensation, selection for training including apprenticeship, layoff or termination, or treatment during employment. The Company has affirmative action obligations in the hiring of minorities, females, disabled and veteran applicants.

We will not use goals, timetables or affirmative action standards to discriminate against any person because of their race, religion, color, age, national origin, disabilities, or Vietnam Era and Special Disabled Veteran's status. FCWB will not

transfer minority or female employee or trainees from assignment to assignment for the sole purpose of meeting goals.

FCWB shall take specific affirmative actions to ensure equal opportunity. Our compliance with this policy and plan shall be based upon our efforts to achieve maximum results from our actions and we shall document our efforts fully. FCWB will implement specific affirmative action steps, at least as extensive as the following actions to ensure equal employment opportunity:

1. Ensure and maintain a working environment free of harassment, intimidation, and coercion at all times and in all facilities at which our employees are assigned to work. We shall specifically ensure that all supervisory personnel are aware of and carry out our obligations to maintain such a favorable working environment, with specific attention to minority or female individuals working at all sites.
2. Maintain a current file of the name, address and telephone number of all applicants for future employment opportunities.
3. Develop on-the-job training opportunities and/or participate in training programs for the area which include minorities and women, including upgrading programs and apprenticeship and trainee programs relevant to the Company's employment needs, especially those programs funded or approved by the Department of Labor.
4. Review, at least annually, the Company's EEO policy and affirmative action obligations under these specifications with all employees having any responsibility for hiring, assignment, layoff, termination or other employment decisions including specific review of these items with onsite supervisory personnel. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed and disposition of the subject matter.
5. Disseminate the Company EEO policy externally by including it in any advertising in the new media, specifically including minority and female news media and providing written notification to and discussing the company EEO policy with other contractors and subcontractors with whom the company does or anticipates doing business.
6. We will encourage present minority and female employees to recruit other minority persons and women and, where reasonable, provide after school, summer and vacation employment to minority and female youth, both on the site and in other areas of our workforce.

7. Validate all test and other selection requirements where there is an obligation to do so under 41 CFP Part 60-3.
8. Ensure interviewer diversity during all employment interviews.
9. Conduct as opportunities arise, an inventory and evaluation of all minority and female personnel for promotional opportunities and encourage these employees to prepare for, through appropriate training, etc. such opportunities.
10. Ensure that seniority practices, job classifications, work assignments and other personnel practices do not have a discriminatory affect by continually monitoring all personnel and employment related activities to ensure that the EEO policy and our obligations under these specifications are being carried out.
11. Ensure that all facilities and company activities are non-segregated except that separate or single-user toilets and necessary changing facilities shall be provided to assure privacy between the sexes.
12. Document and maintain a record of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations.
13. Conduct a review, at least annually, of all supervisors' adherence to and performance under the company EEO policies and affirmative action obligations.

COLLECTION AND RECORDING OF DEMOGRAPHIC INFORMATION:
GENERAL INFORMATION

Federal regulations applicable to our programs require the collection, recording and maintenance of demographic information about an individual's race/ethnicity, sex, age and, where know, disability status for:

- 1) Applicants for programs and services, registrants, eligible applicants/registrants, participants and terminees; and
- 2) Employees and applicants for employment.

Although we are required to collect and record this information, provision of this information by the individual is voluntary. Before asking for such information, the individual must be advised that :

- 1) Providing the information is voluntary;

- 2) The information will be kept confidential as provided by law;
- 3) Refusal to provide the information will not subject the applicant, employee or participant to any adverse treatment; and
- 4) The information will be used only in accordance with the law.

RECORDS AND RECORDKEEPING

This company will keep records to monitor all employment related activity to ensure that the company's EEO policy is being carried out. Records shall at least include for each employee the name, address, telephone numbers, construction trade, union affiliation if any, employee identification number when assigned, social security number, race, sex, dates and changes in status, hours worked per week in the indicated position, rate of pay, and locations at which the work was performed.

Information from all medical examinations and inquiries must be kept apart for general files as a separate, confidential medical record, available only under limited conditions.

COMMUNICATION WITH INDIVIDUALS WITH DISABILITIES

Interested individuals, including individuals with visual or hearing impairments, must be able to obtain information as to the existence and location of accessible services, activities and facilities.

ACCOMODATIONS FOR MEETINGS AND TRAINING

A local contact person and contact information will be included on all announcements and notices about meetings, training, hearings, etc. Suggested language:

Individuals needing special accommodation to participate in (*the meeting, training, hearing, etc.*) should contact (*name of the designated employee*) no later than (*specify the date, which should be not less than five working days prior to the meeting, training, etc.*) at the following address and telephone number: (*Include the TTY/TDD or Florida Relay number as well as the commercial telephone number*).

PARTICIPATION BY INDIVIDUALS WITH DISABILITIES IN PLANNING AND DECISION-MAKING ACTIVITIES

Individuals with disabilities should be encouraged to participate as members of any oversight, planning and advisory boards or committees.

When appointments are to be made to boards, commissions, councils or other planning or advisory groups, local community organizations serving individuals with disabilities should be included among the contacts for suggested membership. Individuals from the private and public sectors, from business, education, government and services, who are also individuals with disabilities, may offer additional insight to ensure program success.

ACCESSIBILITY

Tag lines will be included in all written, oral, electronic or paper communications distributed to staff, clients or the public at large. Tag lines shall read:

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers in this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

Similar language is used on our website.

REPORTING OF COMPLAINTS

If at any time anyone feels he or she has been discriminated against because of sex, race, religion, color, age, national origin, disabilities or Vietnam Era and Social Disabled Veteran status, they should report this matter to the company EEO Officer whose name and contact information is communicated along with this policy. The EEO Officer will investigate all complaints of alleged discrimination made to the company in connection with its contractual obligations. The EEO Officer will attempt to resolve such complaints, corrective actions to be taken and will then follow up on actions taken and their effect. If the investigation indicates that the discrimination may affect persons other than the complainant, such corrective actions shall include such other persons. Upon completion of each investigation, the EEO Officer will inform every complainant of all of his or her avenues of appeal. The addresses shown below are such avenues for appeals.

REPORT COMPLAINTS TO:

Our Company Equal Opportunity Officer:

Jeannie Carr

1389 US Hwy. 90 West, Suite 170

Lake City, FL 32055

(386) 755-9026

Other contacts include:

Peter de Haan
Equal Opportunity Officer
Agency for Workforce Innovation
Office for Civil Rights
Caldwell Building, MSC 150
107 E Madison Street
Tallahassee, FL 32399-4129
(850) 921-3201 or TTY (FRS): 711
www.floridajobs.org/civilrights/index.html

U.S. Dept. of Labor, Regional Director
Office of Federal Contract Compliance
61 Forsyth Street, SW, Room 7B75
Atlanta, Ga 30303
(404)-562-2424

U.S. Federal Highway Administration
227 N. Bronough Street, Room 2015
Tallahassee, FL 32301
(850) 942-9650

U.S. Equal Employment Opportunity
Commission
Miami District Office
One Biscayne Tower
2 South Biscayne Blvd., Suite 2700
Miami, FL 33131
(800) 669-4000

U.S. Equal Employment Opportunity
Commission
Tampa District Office

501 East Polk Street, Suite 1020
Tampa, FL 33602
(800) 669-4000

ACTION

All FCWB employees, contractors, providers & customers will adhere to this policy.

Approved: *John Chastain*
John Chastain, Executive Director