BCArc
Berkshire County Arc

EQUAL EMPLOYMENT OPPORTUNITY POLICY
41 C.F.R. Section 60-1.4

Our employment policy is to provide equal opportunity to all persons. We have made a commitment to equal employment opportunity through a positive and continuing Affirmative Action Program. No employee or applicant for employment will be discriminated against because of race, color, religion, sex, gender identity or expression, transgendered status, national origin, age, otherwise qualified disabled or veteran status.

To implement these policies, we will continue to:

A. Recruit, hire train and promote persons in all job classifications without regard to race, color, religion, sex, gender identity or expression, transgendered status, national origin, age, otherwise qualified disabled or veteran status. Berkshire County Arc does not discriminate on the basis of national origin or citizenship status as provided under the Immigration Reform and Control Act of 1986, Immigration Act of 1990 and the Illegal Immigration Reform and Immigrant Responsibility Act of 1996;

B. Base decisions on employment so as to further the principle of equal employment opportunity;

C. Insure that promotion decisions are in accordance with the principles of equal employment opportunity by imposing only valid requirements for promotional opportunities;

D. Insure that all personnel actions (including but not limited to compensation, benefits, transfers, layoffs, return from layoffs, organization-sponsored training, education, tuition assistance, social and recreational programs) are administered without regard to race, color, religion, sex, gender identity or expression, transgendered status, national origin, age, otherwise qualified disabled or veteran status.

Kristi Nastars has been designated EEO Coordinator and is responsible for compliance with state and federal equal employment opportunity laws, and for implementing the affirmative action program, including equal employment practices, monitoring, and internal reporting. Employees believing they have not been treated in accord with this policy are encouraged to contact Kristi.

The continued success of our Affirmative Action Program requires maximum cooperation from every employee throughout our organization. Equal employment opportunity is not only the law, but it is a principle of Berkshire County Arc. Your cooperation is expected to achieve this goal and I personally stand behind this principle.

March 1, 2022

Kenneth Singer
President & CEO

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Berkshire County Arc

POLICY
41 C.F.R. Section 60-741.1; 60-300.44(a)

It is the policy at Berkshire County Arc to provide equal employment and advancement opportunities to all qualified individuals in all aspects of employment including but not limited to hiring, training, promotion, compensation, and all other personnel actions without regard to disability, disabled veterans status, other protected veterans status or any other status that is protected by law. To achieve this goal, Berkshire County Arc is dedicated to taking affirmative action on behalf of qualified disabled persons, special disabled veterans, recently separated veterans and other protected veterans in compliance with Section 503 of the Rehabilitation Act of 1973 and Section 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 as amended. Employees and applicants are protected from coercion, intimidation, interference or discrimination for:

1. filing a complaint;
2. assisting or participating in an investigation, compliance review, hearing or any other activity related to the administration of Section 503 of the Rehabilitation Act of 1973 as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA) as amended, or any other Federal, state or local law requiring equal opportunity for disabled persons, special disabled veterans or other protected veterans;
3. opposing any act or practice made unlawful by section 503, VEVRAA or its implementing regulations; or any other Federal, state or local law requiring equal opportunity for protected veterans or for individuals with disabilities;
4. exercising any other right protected by section 503, VEVRAA or its implementing regulations.

Pursuant to this policy, a written affirmative action compliance program has been established which includes internal auditing and reporting systems to measure and evaluate the plan's effectiveness. Kristi Nastars has been assigned the responsibility for carrying out the organization's affirmative action program and carrying out the principles as defined under this policy and the plan. This program is available for review upon request by any applicant or employee by contacting Kristi during regular business hours.

If you are an employee and a disabled person, special disabled veteran, a recently separated veteran or other protected veteran who has received a campaign badge for service who is covered by this program and would like to be considered under the affirmative action program, please tell us. This information is voluntary and refusal to provide it will not subject you to discharge or disciplinary treatment. Information obtained concerning individuals shall be kept confidential, except that (1) officers and managers may be informed regarding restriction on the work or duties of disabled veterans or disabled individuals, and regarding necessary accommodations, and (2) first aid personnel may be informed, when and to the extent appropriate, if the condition; might require emergency treatment and government officials investigating compliance with the Act shall be informed.

March 1, 2022

Kenneth Singer
President & CEO