

New Choices, Inc. Affirmative Action/Equal Employment Opportunity Policy Statement

Equal Employment Opportunity has been and continues to be both the policy and practice of New Choices, Inc. It is the policy of New Choices, Inc. to ensure the following:

1. All recruiting, hiring, training, promotion, compensation, and other employment-related programs are provided fairly to all persons on an equal opportunity basis without regard to race, creed, color, religion, sex, age, national origin, disabilities, veteran status, sexual orientation, marital status, military status, or any other characteristic protected by law.
2. Employment decisions are based on the principles of equal opportunity and affirmative action. All personnel actions such as compensation, benefits, transfers, training, and participation in social and recreational programs are administered without regard to race, creed, color, religion, sex, age, national origin, disabilities, veteran status, sexual orientation, marital status, military status, or any other characteristic protected by law.
3. It is also NCI's policy that any form of harassment on the basis of race, color, religion, national origin, sex, age, sexual orientation, intimidation, threats, or discrimination or disability will not be tolerated in the workplace because they have exercised any right protected by law.
4. Ensure that promotion decisions are in accord with the principles of Equal Employment Opportunity.
5. Ensure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff and any other social or recreational programs will be administered in accordance with the principals of Equal Employment Opportunity. The company maintains Affirmative Action Plans for minorities, females, disabled individuals, and veterans.

The company believes in and practices equal opportunity and affirmative action. The Chief Executive Officer and Human Resources of New Choices, Inc. serve as the Equal Opportunity Coordinator for the company and have overall responsibility for ensuring compliance with this policy.

All employees are responsible for supporting the concept of equal opportunity and affirmative action and assisting the company in meeting its objectives. In carrying out its commitment to Equal Employment Opportunity, NCI will make reasonable accommodations for applicants and employees with known disabilities who can perform the essential functions of the job with or without such accommodations, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.

Any incidents of or discrimination or harassment should be reported immediately, in confidence, to Human Resources so that an investigation may be conducted. If that would prove to be uncomfortable, an employee may directly contact the CEO. Every effort will be made to promptly investigate all allegations of discrimination and/or harassment in a confidential manner. Appropriate corrective action will be taken if warranted. No adverse action or retaliation will result from reporting discrimination or harassment.

Any employee who is determined, after investigation, to have engaged in discriminative and/or harassment in violation of this policy will be subjected to disciplinary action, up to and including termination.

EEO Coordinator

The EEO Coordinator for the agency will be the Chief Executive Officer or President or his designee.

Compliance Information

In order for NCI to comply with federal regulations regarding its practice to employ people without discrimination, it is necessary for NCI to compile and maintain detailed information on persons who apply for employment and those who are hired. This information will include the candidates or employee's sex, race, disability status and veteran status.