


EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION POLICY

To: All Employees and Applicants

From: Gregory E. Pitoniak, Chief Executive Officer 

Date: January 1, 2016

Re: Equal Employment Opportunity/Affirmative Action Policy

Southeast Michigan Community Alliance (SEMCA) is committed to a policy of equal treatment and opportunity in every aspect of its relations with employees, without regard to race, color, religion, creed, gender, sexual orientation, marital or parental status, height, weight, national origin, genetic information, citizenship status, age, arrest record, military or veteran status, or disability that can be reasonably accommodated, or any other classification protected by applicable federal, state, or municipal law. This includes, but is not limited to, recruitment, hiring, selection for training, transfers or layoff, promotion, rates of pay and other forms of compensation and participation in organization-sponsored educational, social and recreational programs.

SEMCA is committed to take affirmative action to employ and advance employment of protected veterans and individuals with disabilities. If you would like to review SEMCA's affirmative action plan for protected veterans and individuals with disabilities, please submit a written request to Debra Kinde, Human Resources Manager, at debra.kinde@semca.org to arrange a time and place for you to review the Affirmative Action Plan.

SEMCA prohibits harassment of any individual on the basis of any protected status, including disability or protected veteran status. Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities including:

1. Filing a complaint of harassment or discrimination based upon a protected status;
2. Assisting or participating in an investigation, compliance evaluation, hearing or other activity related to the administration of any federal, state or local equal employment opportunity or affirmative action statute;
3. Opposing any act or practice made unlawful by federal, state or local law requiring equal employment opportunity or affirmative action; or

4. Exercising any other employment right protected by federal, state or local law or its implementing regulations.

Individuals with questions or complaints about any type of employment-related discrimination or harassment are encouraged to contact Debra Kinde at debra.kinde@semca.org.

It is also the established policy of SEMCA to foster the full realization of equal economic opportunity at all levels and in all segments of employees through a positive and continuing affirmative action program. It is the aim of SEMCA to provide opportunities for all employees to realize their potential and to assist them both to function more effectively and to reach a level commensurate with their ability.

SEMCA will continue to cooperate with the appropriate agencies of the Federal, State, and City Governments in fulfilling their legal and moral obligation in areas of interest.

SEMCA's EEO policy, as well as its affirmative action obligations, receive the full and complete support of the organization, including its Chief Executive Officer. Overall responsibility for the implementation of SEMCA's equal employment opportunity programs and affirmative action compliance activities is assigned to Debra Kinde, Human Resources Manager. The Human Resources Manager has the overall responsibility for monitoring equal opportunity compliance and affirmative action programs and is responsible for the implementation and administration of these programs through Senior Management and Human Resources in their functional areas of responsibility. It is the responsibility of the administrative and supervisory staff to assure that the equal opportunity policy is understood and implemented, and the responsibility of all personnel, supervisor and non-supervisory to assure the continuous success of the policy.