

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

103 Equal Employment Opportunity

Effective Date: 9/1/2003

Revision Date: 2/28/2007

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Community Services will be based on merit, qualifications, and abilities. Community Services does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, political affiliation* or any other characteristic protected by law.

Community Services will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

<Addition>>

Commitment to Diversity

Community Services is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business and is an important principle of sound business management.

<<End of Addition>

**The term "political affiliation" was added as a requirement by CSBG/CEAP Review January 2007.*