

Community Enterprises, Inc.
EQUAL OPPORTUNITY & ACCESSIBILITY POLICY

Community Enterprises, Inc. proudly promotes equal opportunities and public access to all program participants, employees and volunteers without regard to race, color, gender, age, religion, creed, national or ethnic origin, sexual orientation, marital status, political affiliation and/or veteran status.

Participants

CEI offers all applicants and referrals fair and equal access to programs by using clearly defined program acceptance policies and procedures. These policies and procedures reduce the potential for making subjective judgments in determining if a service/program is applicable to a person's needs. These procedures provide opportunities for applicants to learn about the organization's services in order to make informed choices. Additionally, CEI has an established order of acceptance criteria, which identifies the position of the person responsible for making acceptance decisions (*See Order of Acceptance Policy*).

Employees

Community Enterprises, Inc. provides equal employment opportunities and is committed to ensure that all recruiting, hiring, promotions, compensation, job classifications, assignments, working conditions, and privileges of employment are conducted in a non-discriminatory manner in accordance with CEI's Affirmative Action Plan. CEI strives to develop a workforce which reflects the populations and communities served. Ongoing training to promote diversity and cultural competency is provided to staff.

Recruitment programs for staff personnel are designed to promote equal opportunities through the use of advertisements in newspapers and publications specifically oriented toward minority candidates and people with disabilities and/or other challenges. This is accomplished through listing of jobs with appropriate state employment services and offices, and through contacts with offices, programs and universities having special programs for people with minority status and for individuals with disabilities and/or other challenges. All regular positions are posted on CEI's website, which is Bobby Compliant.

Volunteers

Community Enterprises, Inc. welcomes and actively solicits the assistance and participation of Board members, program volunteers, student interns, etc. CEI recognizes that their participation brings diverse perspectives and broad experiences which enhance service delivery and overall CEI operations.

* This policy supersedes CEI'S Affirmative Action Policy (11/04)

Board Approved: 11/16/04
Revised: 1/94; 6/99; 4/03; 7/05; 5/06
Approved by CQIC: 8/8/06
Approved by Sr. Mgmt: 8/9/06

Policy referenced in: Employee Handbook, Policies & Procedures, and Operational Manuals

Business Associates

CEI makes every effort to conduct business with independent contractors, vendors and suppliers of goods and services that represent minority and/or women-owned business enterprises (MWBE). In addition, CEI encourages businesses in their efforts to obtain MBE and/or WBE certification, where applicable.

Self Evaluation

CEI regularly evaluates its programs and facilities with the goal of eliminating physical, architectural, environmental, attitudinal, financial, employment, communication, and transportation barriers or any other barrier identified. As part of this evaluation, the organization actively engages in and solicits input from participants, employees, volunteers and other stakeholders regarding Equal Opportunity and Accessibility. Through the review of CEI's annual Accessibility Plan, barriers are identified and strategies are developed to improve the agency's accessibility (*See Accessibility Plan*).

Accessibility Committee

CEI and its representatives encourage and support full accessibility within the community. CEI's Accessibility Committee is responsible for the development of the organization's Accessibility Policy and the monitoring of the Accessibility Plan for all service areas. Accessibility Plans are developed annually in each service area based on current needs identified through each programs' self-evaluation process. If a barrier or obstacle is identified which cannot be immediately or completely eliminated, a transition plan will be developed by the local management staff in conjunction with the Accessibility Committee.

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