

Family Partnerships of Central Florida

PROCEDURE

Series:	HR Practices	COA: HR 1., HR 3 CFOP:
Procedure Name:	Equal Employment Opportunity and Affirmative Action	
Procedure Number:	HR 2201	
Reviewed Date:	4/16/24	
Revision #/Date:	(1) 2/08, (2) 7/09, (3) 4/6/12, (4) 7/2015 (5) 6/7/16 (6) 3/6/19	
Effective Date:	9/2004	
Applicable to:	All employees, volunteers or members of Board of Directors of the Family Partnerships of Central Florida (FPoCF)	

PURPOSE: To ensure an environment of equal opportunity and non-discrimination in all hiring and employee decisions. To promote an environment of inclusion and diversity.

Reference: HR-2202 American with Disabilities

PROCEDURE:

It is the policy of the FPOCF not to discriminate or allow the harassment of employees or applicants on the basis of age, gender, race, color, religion, national origin, sexual orientation, gender identity, physical or mental disability, and/or protected veteran status with regard to any employment practices, including recruitment, advertising, job application procedures, hiring, upgrading, training, promotion, transfer, compensation, job assignments, benefits and/or other terms, conditions, or privileges of employment, provided the individual is qualified, with or without reasonable accommodations, to perform the essential functions of the job. This policy applies to all jobs within the agencies. The FPOCF takes affirmative action to employ and advance in employment of women, minorities, individuals with disabilities, and protected veterans and to treat qualified individuals without discrimination based upon their age, gender, race, color, national origin, sexual orientation, gender identity, physical or mental disability, and/or protected veterans' status, in all employment practices as follows:

Employment decisions at the FPOCF are based on legitimate job-related criteria. All personnel actions or programs that affect qualified individuals, such as employment, upgrading, demotion, transfer, recruitment, advertising, termination, rate of pay or other forms of compensation, and selection for training, are made without discrimination based upon the individual's gender, race, physical or mental limitations, veterans' status, or other protected characteristics. Employees and applicants with disabilities and disabled veterans are encouraged to inform Human Resources if they need a reasonable accommodation to perform a job for which they are otherwise qualified. The FPOCF makes, and will continue to make, reasonable accommodations to the known physical or mental limitations of an otherwise qualified applicant or employee to promote the employment of qualified individuals with disabilities and disabled veterans, unless such accommodations would impose an undue hardship on the operations of the FPOCF business.

The FPOCF is fully committed to principals of equal employment opportunity and affirmative action. The President and Chief Executive Officer supports the successful implementation of FPOCF Affirmative Action Programs created and monitored by our Affirmative Action Compliance

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Provider. The Human Resources Director or designee serve as the Affirmative Action Program Coordinator for the FPoCF, with the responsibility to adhere to the agency's affirmative action requirements. The Affirmative Action Program Coordinator has the full support of top management and the staff necessary to fully support the program. All managers and supervisors will take an active part in the FPoCF AAP to ensure that all qualified employees and prospective employees are considered and treated in a non-discriminatory manner with respect to all employment decisions.

The FPoCF AAPs include an audit and reporting system performed annually by the Affirmation Action Compliance Provider, which uses metrics and other information to measure the effectiveness of the AAP implemented through the Professional Employer Organization (PEO) provider. The Affirmative Action Program Coordinator is responsible for ensuring progress in the compliance and implementation of the policy of affirmative action for women, minorities, individuals with disabilities, and protected veterans. In accordance with public law, the FPoCF program of affirmative action for qualified individuals with disabilities and the program of affirmative action for protected veterans are available for inspection in the Human Resources Department, Monday through Friday, from 9:00 AM to 5:00 PM upon request.

In addition, employees and applicants will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in, or may have engaged in, activities such as filing a complaint, assisting or participating in an investigation, compliance review or hearing, or opposing any act or practice made unlawful, or exercising any other right protected by Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, Executive Order 11246, and/or any other federal, state or local law or regulation regarding Equal Employment Opportunity.

BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: 04/16/2024