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| Alcohol, Drug Addiction and Mental Health Services<br>Board for Montgomery County<br>PERSONNEL POLICIES AND PROCEDURES | SECTION - VIII   |
| PROCEDURE:<br>General  | EFFECTIVE DATE:  |
| SUBJECT:<br>Affirmative Action Program   | SUPERSEDES DATE: |

## **I. STATEMENT OF POLICY**

The ADAMHS Board for Montgomery County is committed to ensuring equal opportunity and participation to all of its volunteers, employees, and applicants for employment consistent with applicable federal, state, and local laws. The Board will take Affirmative Action to ensure that each employee, volunteer, and applicant will be accorded equal treatment with respect to all terms, conditions and privileges of employment, including recruitment, selection, placement and opportunities for advancement. This policy applies to all levels of administration regardless of race, sex, religion, national origin, or age of the employee and volunteers.

## **II. RESPONSIBILITY**

The Chairperson of the Board is responsible for implementing the Affirmative Action Program. He/she is responsible for insuring equal opportunity for all volunteers.

The Personnel Committee of the Board is designated as that group to recommend policy and assist the Executive Director in implementing the plan.

The Executive Director of the Board shall be responsible for providing equal opportunity employment to all employees of the Board with regard to recruitment, employment, and promotion. He/she will regularly review the progress of the Affirmative Action Program to ensure that equal opportunity exist in fact.

## **III. DISSEMINATION OF POLICY**

The Board will continue to emphasize and communicate its philosophy of equal employment opportunity and Affirmative Action on a continuing basis to all relevant audiences.

- A. A copy of this document, along with a letter signed by the Executive Director of the Board will be posted on the bulletin board in the Board offices.
- B. The policy is specifically included in the personnel manual and will be a continuing and essential component of the personnel policies and procedures.
- C. It will be publicized in the organization's newsletter and other news media.

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- D. A copy of this document will be given to every employee and be issued to all persons engaged in the recruitment, hiring, placement, training, and education of employees.
- E. The policy will be discussed in employee orientations and all training programs and in appropriate management and supervisory meetings, so that the organization policy is made clear.
- F. Equal opportunity clauses will be incorporated in all purchase orders, contracts, advertising, and so forth.

#### IV. **GOALS**

The Board intends through this Affirmative Action Program to clearly reflect an increased distribution and utilization of women and minority group employees and volunteers.

This plan is aimed at achieving and maintaining an employee and volunteer force whose ethnic composition and minority balance is reflective of the Montgomery County.

#### V. **VOLUNTEERS**

The Board reaffirms that as a goal, the volunteer Board will reflect the ethnic minority balance in the area.

#### VI. **IMPLEMENTATION**

- A. Dissemination of the Board Affirmative Action Program to all staff, Board members, member agencies, and other appropriate groups will be accomplished immediately.
- B. The Personnel Committee will periodically review the progress that is being achieved in attaining established goals and objectives with the Board and staff.

#### VII. **COMPLIANCE**

An acceptable Affirmative Action Program should comply with current federal standards.