

Acadia Workforce, Inc.

Equal Opportunity Employer

Acadia Workforce, Inc. hereby known as Acadia Workforce, Inc. is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates Acadia Workforce, Inc, prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. Acadia Workforce, Inc. conforms to the spirit as well as to the letter of all applicable laws and regulations.

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between CSS/NG and its employees, including:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary administration
- Employee benefits and application of policies

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with Acadia Workforce, Inc.

Dissemination and Implementation of Policy

The officers and or staff of Acadia Workforce, Inc. will be responsible for the dissemination of this policy. Directors, managers and supervisors are responsible for implementing equal employment practices within each department. The Human Resources department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

Procedures

Acadia Workforce, Inc. administers our EEO policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas visible and accessible to employees. Including on the company website.
- Advertising for job openings with the statement "We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law."

Signature: _____ Date: _____

By signing my name above either digitally or manually, I certify that I have read understand and agree to comply with the policy. My signature certifies my understanding of the above policy and agreement with the above policy. I agree if I do not follow the policy this is cause for disciplinary action up to which may include immediate termination.