

**Affirmative Action Policy**

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It is the policy of Acadia Workforce, Inc, Inc to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law.

This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company sponsored employee activities. Provisions in applicable laws providing for bona-fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of Acadia Workforce, Inc equal employment opportunity policy, Acadia Workforce, Inc will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have:

- Filed a complaint.
- Assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity.
- Opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity.
- Exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of Acadia Workforce, Inc and shall be appropriately administered. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.

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.

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### Probation Period

Most employment is done on an “at-will employment” basis, which means that the employer may terminate an employment at any time for any reason, even during a probationary period. However, an at-will basis does not leave the employee with no rights during a probationary period. Thus, it is important for the employee to understand that probation is not a form of “punishment” or “time-out” for poor performance. Instead, the probationary period should be regarded as an opportunity to learn and progress as an employee. For the protection of both the employee and the employer, it is best if the following measures are taken:

- The employee should be informed that they will be undergoing a probationary period, and should be given the reason(s) for the probation.
- A performance or evaluation plan will be developed and disclosed to the employee if appropriate. This may actually help the employee’s performance if they understand the terms of the probationary period.
- Employees who demonstrate poor performance may undergo probation in order to determine exactly where they are deficient, and how to correct errors.
- The employee will receive periodic review and feedback of their performance so that they know whether they are on the right track or not.
- Supplementary training will be provided in order to correct deficiencies.
- Newly hired employees: a new employee may be evaluated to determine their set of skills, how they perform, and the way that they interact with other workers. Outstanding performance may result in a temporary position with Acadia Workforce, Inc.
- Termination: Probationary periods are often used as grounds for determining whether termination is necessary. In this type of situation, the probationary period may act as a “last chance” for the employee to improve or as a transition period before they are finally terminated.

The Affirmative Action Policy has been assigned to direct the establishment and monitor the implementation of personnel procedures to guide our affirmative action program throughout Acadia Workforce, Inc. affirmative notice explaining the policy will remain posted.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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