



Affirmative Action/ Equal Opportunity Employer Notice

To: All Employees and Applicants

Date: October 1, 2008

Boys & Girls Aid is an Affirmative Action/Equal Employment Opportunity Employer. It is our policy not to discriminate in all hiring, promotion, training, layoff/recall, termination, working conditions (as well as other personnel actions), on the basis of race, color, national origin, sex, sexual orientation, religion, age, and physical or mental disability (unrelated to job).

This policy of nondiscrimination also includes veterans and physically and mentally disabled persons (where with reasonable accommodation there is a capability to perform the job). Also, the agency is willing to grant reasonable accommodation for a disabled person's successful employment.

Boys & Girls Aid maintains an Affirmative Action Plan to the extent applicable to our agency. A Supplement to this plan for the disabled, and Vietnam and Disabled Veterans is available for your review from our EEO Coordinator (Human Resources Director), DENISE SEGOR, at her office. You may review this Supplement to our Plan between the hours of 9:00 a.m. – 4:00 p.m. (by appointment) (Monday through Friday).

All employees will be (or have been) asked to complete a Form voluntarily regarding their disability and Veteran Status (if any). Also if you are an applicant you are invited to make known to the agency any disability you may have and reasonable accommodations which would help you perform the job for which you have applied.

If you have any questions or complaints about our practice or policy regarding Affirmative Action or Equal Employment Opportunity please contact our EEO Coordinator (Human Resources Director), DENISE SEGOR, or please feel free to let me or any other management person of the agency know of your question or complaint.

**MICHAEL H. BALTER
Executive Director**