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|  EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION  PROGRAM | NO. 402 |
| POLICY:It is the policy of Winning Wheels to provide equal opportunity to applicants for employment; to administer personnel policies and practices such as recruitment, hiring, promotions and other terms, conditions and privileges of employment in a manner which does not discriminate on the basis of race, color, creed, ancestry, national origin, sex (except where sex is a bonafide occupational qualification), physical disability, age and marital status.This policy is in accordance with the laws of the United States and the State of Illinois, and reaffirms Winning Wheel's continuing commitment to provide equal opportunity to employees and applicants for employment, assignments, training, transfers, advancement and compensation.PROCEDURE:The Administrator will act as the Affirmative Action Coordinator for the facility and is charged with insuring the effective implementation of the facility's Affirmative Action Program.1. Responsibilitya) The Administrator is charged with the responsibility for carrying out the Affirmative Action plan and will modify this plan as needed to maintain its timeliness.b) In addition, Supervisors have the responsibility of carrying this policy of affirmative action in the areas in which they have responsibility.2. Internal Dissemination of Policya) Supervisors will receive and retain a copy of the Plan. Each of these individuals will be responsible for communicating the facility's policy to each of the employees under his control.b) A continuing program of communication to employees will also be accomplished to demonstrate that minorities are an important part of the facility's workforce. |
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| c) The facility's policy and methods of implementing this policy will continue to be discussed at appropriate management meetings.d) Changes in equal opportunity legislation, rulings, or regulations will be publicized to insure that each supervisor is aware of changes in the civil rights area.3. External Dissemination of Policya) Recruiting sources will be informed of facility policy.b) Minority organizations, community agencies, schools, community leaders and other sources of minority applicants will be notified of the facility policy.c) Subcontractors, vendors and supplies will be notified of the policy and appropriate action requested.4. Recruiting New Employeesa) Whenever available and possible, advertisements for employment will be placed on a regular basis in newspapers known to have high readership among minority groups.b) The phrase, "An Equal Opportunity Employer", will continue to be used in employment advertisements.5. Employment and Selectiona) Individuals will be selected for employment wholly on the basis of ability, experience, training, and other factors which are related to their ability to perform.b) Employment and selection procedures will be regularly reviewed to insure that nothing in these procedures discriminates against individuals on other than a job-related basis.6. Placement, Training and Advancementa) Affirmative efforts will be made to place minority individuals in the facility.b) Employees will be given equal opportunity for participation in facility sponsored and outside training without regard to race religion, sex, color, age, or national origin. |
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| c) Qualified employees will be given equal consideration for advancement. No job categories are closed, or will be closed, to individuals because they are members of a minority group.d) The facility will periodically review the qualifications and progress of its employees to insure that the Affirmative Action Plan is implemented.7. Generala) Employees will be encouraged to participate in facility sponsored activities, organizations, and clubs without regard to race, religion, color, sex, age or national origin.b) Work areas, cafeterias, restrooms, lounges, and recreational areas will continue to be maintained on a non-segregated basis.8. Compliancea) The Administrator is delegated the responsibility for insuring that this policy is complied with, and for insuring that management is informed as to compliance.b) A report of the results of the Affirmative Action Plan will be compiled as necessary and the program updated as appropriate. |
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