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|  RECRUITMENT AND RETENTION OF STAFF | NO. 442 |
| POLICY:Winning Wheels, Inc. is committed to employing a talented, enthusiastic, and committed workforce, and to that end does not discriminate in hiring on the basis of race, color, sex, citizenship, national origin, ancestry, or on the basis of age or physical or mental disability unrelated to the ability to perform required work.PROCEDURE:* Multiple screening processes are utilized to identify individuals who have the requisite qualifications, skills, character, aptitudes, and attitudes to meaningfully contribute to our mission.
* The employment application, interview process, criminal background checks, reference checks (personal references, and former employers), verification of degrees, licenses, and credentials, and in some instances, competency testing, are among the means employed to ensure a quality workforce.
* As part of our ongoing effort to attract and retain qualified staff, wages for positions are periodically reviewed and adjusted, as necessary, to ensure that our wages are set at or above the wages paid for similar work in our market area.
* Employee benefit programs are also reviewed regularly to ensure benefit options that provide the best combination of coverage and affordability for employees.
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| Approved: | Effective Date: 4/05 | Revision Date:3/17 | Change No.: | Page: 1 of 1 |