



Berkshire Family & Individual Resources

INSPIRING ABILITIES,
CREATING LIMITLESS
POSSIBILITIES

Equal Opportunity Employer and Affirmative Action Statement

It is the policy of Berkshire Family and Individual Resources (“BFAIR” or “the Agency”) not to discriminate or allow harassment of employees or applicants on the basis of gender, race, color, religious creed, national origin, physical or mental disability, and/or protected veteran status with regard to any employment practices, including recruitment, advertising, job application procedures, hiring, upgrading, training, promotion, transfer, compensation, job assignments, benefits and/or other terms, conditions or privileges of employment, provided the individual is qualified, with or without reasonable accommodations, to perform the essential functions of the job. This policy applies to all jobs at BFAIR. BFAIR will continue to take affirmative action to employ and advance in employment women, minorities, individuals with disabilities and protected veterans and to treat qualified individuals without discrimination based upon their gender, race, physical or mental disability, or protected veteran status, in all employment practices as follows:

Employment decisions at BFAIR are based on legitimate job-related criteria. All personnel actions or programs that affect qualified individuals, such as employment, upgrading, demotion, transfer, recruitment, advertising, termination, rate of pay or other forms of compensation, and selection for training, are made without discrimination based upon the individuals’ gender, race, physical or mental disability, protected veteran status or other protected characteristics. Employees and applicants with disabilities and disabled veterans are encouraged to inform Human Resources if they need a reasonable accommodation to perform a job for which they are otherwise qualified. BFAIR makes, and will continue to make, reasonable accommodations to the known physical or mental limitations of an otherwise qualified applicant or employee to promote the employment of qualified individuals with disabilities and disabled veterans, unless such accommodations would impose an undue hardship on the operations of the Agency’s business.

BFAIR is fully committed to the principals of equal employment opportunity and affirmative action. As Chief Executive Officer, I support the successful implementation of BFAIR’s Affirmative Action Programs (“AAPs”). I have appointed Michelle Baity, Affirmative Action Officer for BFAIR with responsibility for implementation of the Agency’s affirmative action activities. The Affirmative Action Officer has the full support of senior management and the staff necessary to fully implement this program. All managers and supervisors will take an active part in the Agency’s AAP to ensure that all qualified employees and prospective employees are considered and treated in a non-discriminatory manner with respect to all employment decisions. Furthermore, BFAIR

will solicit the cooperation and support of all employees for the Agency's policy and our AAPs.

Our AAPs include an audit and reporting system, which among other things, uses metrics and other information to measure the effectiveness of the AAPs. The Affirmative Action Officer has been assigned responsibility for periodically reviewing progress in the compliance and implementation of the policy of Affirmative Action for women, minorities, individuals with disabilities and protected veterans. In accordance with public law, the Agency's program of affirmative action for qualified individuals with disabilities and the program of affirmative action for protected veterans are available for inspection in the Human Resources Department, Monday through Friday, from 9:00am to 5:00pm upon request.

In addition, employees and applicants will not be subjected to harassment, intimidation, threats, coercion, discrimination or any type of retaliation because they have engaged in, or may have engaged in, activities such as filing a complaint, assisting or participating in an investigation, compliance review or hearing or opposing any act or practice made unlawful, or exercising any other right protected by Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, Executive Order 11246, and/or any other federal, state or local law or regulation regarding Equal Employment Opportunity.