

<b>HABILITATION ASSISTANCE CORPORATION</b>	<b>Policy number: 012</b>  <b>Policy Title: Equal Employment Opportunities/Affirmative Action</b>  <b>Category: Hiring and Employment Practices</b>
<b>Date Issued/modified: 4/20/01</b>	<b>Next Review Date:</b>
<b>Policy Description:</b>	The policy of Habilitation Assistance Corporation is to provide equal employment opportunities by recruiting, hiring, training and promoting applicants and employees without regard to race, color, religion, national origin, sex, age, ancestry, sexual orientation, disability, handicap or Veteran Status.
<b>Policy Scope:</b>	All Employees
<b>Policy Guidelines:</b>	<p>Habilitation Assistance Corporation is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, religion, national origin, disability or sexual orientation. Habilitation Assistance Corporation has an Affirmative Action Plan on file with the Commonwealth of Massachusetts and reviews all phases of Company operations on an annual basis to ensure equal opportunity.</p> <p>The Company is committed to equal opportunity is upheld through every aspect of the employment relationship including but not limited to: recruitment, selection, placement, training, benefits, compensation, promotion, transfer, termination, and all other matters of employment.</p> <p>Employees are encouraged and expected to take questions concerning equal opportunity to their supervisor or the Human Resource Director.</p> <p>No deviation of this policy is permitted.</p> <p>All help wanted ads include “EOE/AA”</p> <p>All sources of recruitment are advised of this policy. Habilitation Assistance Corporation extends equal employment opportunity to all qualified individuals including mental and/or physical disabilities (including persons with HIV virus or AIDS), disabled veterans and veterans of the Vietnam era without regard to race, color, religion, national origin, sexual orientation, age, or sex.</p>
<b>Related Policies:</b>	Termination/Resignation, Transfers/Promotion, Performance Evaluation