Bottineau Neighborhood Association
Equal Opportunity Policy &
Affirmative Action Plan

I. Policies

The Organization provides equal opportunity to all employees and applicants for employment as required by state, federal and local Equal Opportunity Affirmative Action laws, including the Minneapolis Civil Rights Ordinances.

The Organization "will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity, disability, age, marital status, familial status, or status with regard to a public assistance program" as required by City Ordinances.

The Organization provides reasonable accommodation to applicants and employees with disabilities in compliance with the Organization's ADA Policy, as applicable.

The Organization will take steps to ensure that all employment practices are free of discrimination. This includes in hiring, promotions, demotions, transfers, recruitment or recruitment advertising, layoffs, terminations, rates of pay or other forms of compensation, and selection for training.

II. Program Implementation

The Organization will commit the time and resources necessary to achieve the goals of this Equal Employment Opportunity Policy & Affirmative Action Program in the following ways. It will:

- Recruit, hire, and place applicants on the basis of the applicant's knowledge, skills, and abilities.
- List minimum qualifications in all job descriptions and promote equal employment opportunities for women, minorities and the disabled.
- Make applicant employment decisions based solely on the individual's qualifications for the particular position and other required job skills.
- Evaluate the performance of management personnel on their involvement in achieving these Affirmative Action objectives in addition to other established review criteria.
- Hold employees accountable for performing job duties in a way that supports equal employment opportunity for all.
- Pass through the requirements of City Ordinance §139.50 to any subcontractors and vendors as required by the Ordinance.

- Delegate authority to the President to act as the EEO Manager. The EEO Manager monitors all EEO activities and reports on the effectiveness of this program to the Board of Directors who receives and reviews the progress reports.
- Make all reports available to employees or applicants for inspection during normal business hours who request them from the EEO Manager or any Board member.

III. Violations

If any employee or applicant for employment believes they have been treated in a way that violates this policy, they should contact either EEO Manager above or any other representative of management, including a member of the Board of Directors.

Responsible parties will investigate allegations of discrimination or harassment as confidentially and promptly as possible, and the Organization will take appropriate action in response to these investigations.

Approval & Adoption

Approved and adopted by a vote of the Board of Directors at a properly conducted meeting.

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Secretary Date

Revision History:

Adopted _____, __ 2021