

## **Policy Statement of Affirmative Action for Veterans**

Crossroads Diversified Services (CDS) is committed to affirmative action and fair employment. We believe in giving everyone an opportunity to succeed. It is the policy of CDS not to discriminate against any employee or applicant for employment because he or she is an individual with a disability or a protected veteran, (i.e., disabled veteran, Armed Forces service medal veteran, recently separated veteran, or other veteran who served during a war, or in a campaign or expedition for which a campaign badge has been authorized). It is also the policy of CDS to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decision only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.

Employees and applicants of CDS will not be subject to harassment on the basis of disability or status as a protected veteran. Additionally, retaliation, including intimidation, threats, or coercion, because an employee or applicant has objected to discrimination, engaged or may engage in filing a complaint, assisted in a review, investigation, or hearing or have otherwise sought to obtain their legal rights under and Federal, State, or local EEO law regarding individuals with disabilities or protected veterans is prohibited.

As Chief Operating Officer of CDS, I am committed to the principles of Affirmative Action and Equal Employment Opportunity. In order to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the company, I have selected the Director of Human Resources as the Equal Employment Opportunity (EEO) Manager for CDS. One of the Director's duties will be to establish and maintain an internal audit and reporting system to allow for effective measurement of CDS's affirmative action program.

CDS has developed a written Affirmative Action Program which sets forth the policies, practices, and procedures that CDS is committed to in order to ensure that its policy of nondiscrimination and affirmative action for qualified individuals who are qualified protected veterans is accomplished. This Affirmative Action Program is available for inspection by any employee or applicant for employment upon request, during normal business hours, in the Administration Office. Interested persons should contact the Director of Human Resources at (916) 568-5230 x 109 for assistance.

James Estep, President/CEO

November 1, 2014