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## ARTICLE I - GENERAL PURPOSE

### Section 1.1 - General

The purpose of these personnel policies is to provide a framework which will secure efficient and effective agency administration in order to carry out the objectives of Northwest Community Action, Inc. (NWCA), and to ensure the fair treatment of all NWCA employees.

The Board of Directors of Northwest Community Action, Inc. reserves the right to amend, change, add, or delete any portion of the Personnel Policies at any time for any reason.

The Governing Board of Northwest Community Action, Inc. reserves the right to be the final arbitrator and/or interpreter of the Policies, rules and regulations in the Personnel Policies.

All employees are expected to be in uniformity with the content and purpose of all these policies as established herein.

#### Section 1.2 -Affirmative Action Policy Statement

NWCA acknowledges that equal opportunity for all persons is a fundamental human value. It is the policy of NWCA to provide equal opportunity in employment and advancement for all persons; to provide access to, admission to, full utilization and benefits of training opportunities without discrimination because of race, color, creed, age, religion, national origin, sex, disability, handicap, or marital status.

A formal education, unless required by State, Federal, or County law, shall not be made a requirement for employment qualifications or advancement, neither in professional or non-professional capacities, if an applicant has the ability to perform the duties of the position.

## ARTICLE II - CONDITIONS GOVERNING EMPLOYMENT

### Section 2.1 - General

A. Discrimination prohibited.

This Agency shall not discriminate in its hiring and personnel procedures against any applicant for employment, or any employee because of race, creed, color, national origin, sex, or age.

B. Partisan political activity.

Employment within NWCA may not be offered as a consideration or reward for the support or defeat of any political party or candidate for public office, nor may any person, as an employee, engage in partisan political activity.

C. Acceptance of gifts and gratuities.

Employees of this Agency are prohibited from accepting gifts, money, and gratuities from persons receiving benefits or services from NWCA, or performing services under contract, or otherwise in a position to benefit from an employee action.