

POLICY & PROCEDURE MANUAL

Section:	Employment
Policy:	Cultural Competency and Inclusion
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CULTURAL COMPETENCY AND INCLUSION

Our goal at Community Action, Inc (CAI) is to create a workforce and culture that seeks out and celebrates the diversity of our team members. We strive to create an inclusive workplace where we treat others the way that want to be treated instead of the way in which we want to be treated. We recognize the positive attributes of diversity and value the differences in team members and communities that are different. By valuing this diversity and focusing on the mutual respect for staff job related differences, we encourage team members to work towards the common goal of serving our participants where they are at. Our focus on diversity positively affects the participant outcomes and assists us in working to create the pathway out of poverty

Community Action has woven diversity into the mission and culture of the organization by embracing diversity through job design, recruitment, onboarding, training, transfer, promotion, termination, compensation and benefits. We do this through inclusion in order to retain and grow our diverse workforce. We are able to achieve the outcomes our funders require and our community needs through embracing a culturally inclusive workforce.

As an equal employment opportunity employer and service provider, CAI does not discriminate in its employment or service provider decisions on the basis of race, religion, color, national origin or ancestry, sexual orientation sex, gender identity and expression, age, disability or association with a person with a disability, marital status or pregnancy, political belief, military participation or economic status or on any other basis that would be in violation of any applicable federal, state, or local law. Furthermore, CAI will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. CAI indicates our commitment by adding the following statement to all recruitment material; "Community Action is an Equal Employment Opportunity/ Affirmative Action/ Disability/Veteran employer."

As a government contractor, the organization has adopted a written Affirmative Action Plan and Civil Rights Compliance plan to ensure utilization of racial/ethnic minorities, the individuals with disabilities and women at all levels and divisions of the organization. This plan will be reviewed and revised as required. An Equal Opportunity/Affirmative Action Plan and Civil Rights Compliance Plan has been adopted by the Board of Directors and approved by the State of Wisconsin. These plans are available for review on SharePoint and upon request from the Human Resources Department

Staff will receive training annually regarding the plans. CAI is committed to making a good-faith effort toward achieving the objectives of these Plans and fostering a culturally competent and inclusive workplace.