

POLICY

It is the policy of the Poverello to Act proactively to ensure our programs and staff reflect the communities we serve. The purpose of this policy is to increase opportunities for historically underrepresented groups in employment at Poverello. We believe that affirmative action is an important tool for promoting equality and creating a more just service environment.

PROCEDURE

At TPC, the Hiring Manager has the responsibility for designing and ensuring the effective implementation of Poverello's Affirmative Action Program (AAP). These responsibilities include, but are not limited to, the following:

1. Developing resources to measure the diversity that exists within each unit, ensuring that the unit reflects the diversity present in staffing mirrors that within the client or customer base.
2. Assisting in the identification of AAP/EEO problem areas.
3. Working with the CEO and Board of Directors to create effective solutions to AAP/EEO problems. Some examples could include:
 - a. Prioritizing recruitment within local or statewide Historically Black Universities, local universities, and colleges in areas close to CDC defined vulnerable areas when seeking qualified applicants with university education.
 - b. Posting the job opening on a twitter or Facebook account with links to the linguistic characteristics the manager needs for the work.
 - c. Asking current staff who share characteristics with the client group to be served for recommendations and to share the job posting with.
4. Designing and implementing an internal audit and reporting system that:
 - a. Measures the effectiveness of Poverello's program.
 - b. Determines the degree to which AAP goals and objectives are met; and
 - c. Identifies the need for remedial action.
5. Keeping Poverello's CEO informed of equal opportunity progress and reporting potential problem areas within the company through annual reports; Reviewing the company's AAP for qualified minorities and women with all managers and supervisors at all levels to ensure that the policy is understood and is followed in all personnel activities.

7. Auditing the contents of the company's bulletin board to ensure compliance information is posted and up to date; and
8. The CEO is designated to serve as liaison between Poverello and enforcement agencies.
9. Reviewing the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promotion, transfer, and termination actions occur; and
10. Reviewing the job performance of each employee regarding their interaction with coworkers, clients, and volunteers to assess whether they maintain a welcoming environment for all.
11. Prioritize recruitments strategies for a position that aim the direction of the department toward affirmative action goals for the unit.

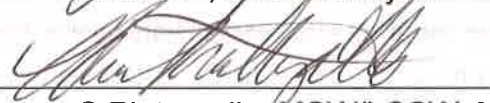
REFERENCES:

41 CFR 60-1.12 and 60-2.17(d)

41 CFR 60-1.4

Approvals:

Manager's Signature:  Date: 5/10/25
James Stevenson, Food Pantry Manager

CEO Signature:  Date: 07/10/25
Thomas S Pietrogallo, MSW/LCSW, MBA
Chief Executive Officer

BOD Approved Date: 07.27.2016

Date Established: Unknown date prior to 07.27.2016

Date Reviewed/Revised: 07.09.2017