

The Kennedy Center, Inc.  
**Affirmative Action and Accessibility Policy**

1. Statement of Policy

It is the policy of The Kennedy Center, Inc. to provide equal employment opportunities and promote the means for accessibility to all persons without regard to race, color, religious creed, gender, sexual orientation, age, national origin, ancestry, marital status, veteran status or disability, including but not limited to blindness.

It is also the policy of The Kennedy Center to provide services to persons without regard to race, color, religious creed, gender, sexual orientation, age, national origin, ancestry, marital status, veteran status or disability. These services may include one, or all of the following; vocational evaluation, therapeutic training program, vocational training, travel training, employment placement, recreation, counseling, residential placement. The Center actively pursues and evaluates all its programs, services and facilities to eliminate physical, attitudinal, architectural, communication, environmental, financial, transportation and employment barriers.

Further: It is also the policy of The Kennedy Center to welcome and actively solicit the assistance and participation of volunteers, without regard to race, color, religious creed, gender, sexual orientation, age, national origin, ancestry, marital status, veteran status or disability, realizing the many diverse and beneficial experiences they may bring to the people we serve.

This agency will at all times and under all circumstances actively pursue implementation of this goal by following the provisions of this Affirmative Action and Accessibility Policy. Further The Kennedy Center, and its representatives, will encourage full accessibility compliance within the community and at no time participate in any action which will in any way deny employment, services or create barriers to persons based on race, color, religious creed, gender, sexual orientation, age, national origin, ancestry, marital status, veteran status or disability.

As part of this policy The Kennedy Center will actively elicit input from consumers, as well as, pursue and implement all necessary reasonable accommodations that affect employees, employment practices, consumers, services, and facilities.

2. Dissemination of Policy

The contents of this Affirmative Action and Accessibility Policy will be disseminated both internally and externally. The President and CEO of the Agency has been charged with overall responsibility for dissemination and implementation of the policy and the task of monitoring compliance. The Vice President of Human Resources and Administrative Services will be charged with the role of Affirmative Action Officer.

If an applicant, staff member or consumer of the agency believes he/she has been discriminated against, under this policy, he/she may file a formal grievance in writing with the President and CEO. The complaint will be investigated and reviewed by the Personnel/By-Laws Committee and the person will be advised of the finding and conclusion in writing. Refer to Grievance Procedure for steps and time line.

a. Internal Dissemination

- 1) The Affirmative Action and Accessibility Policy will be an integral part of the Agency's Personnel Policies Manual.
- 2) Copies of the Personnel Policies, including the Affirmative Action and Accessibility Policy, will be distributed to all personnel, members of the Agency Personnel/Bylaws Committee, and the members of the Agency Board of Directors.
- 3) The Policy will be thoroughly discussed in employee orientation, meetings of supervisory personnel, and staff meetings.
- 4) Posters, notices, and bulletins published by the Equal Employment Opportunity Commission, the Commission on Human Rights and Opportunities, the Department of Labor, and any other state or city human rights agencies, will be prominently displayed in all offices and places accessible to employees and the general public.
- 5) Federal and state laws and policies which governs equal employment and accessibility.

b. External Dissemination

- 1) All sources of employee recruitment and hiring will be notified in writing of the Agency's policy and will be directed to exert every effort to make certain applicants are accorded equal opportunities.
- 2) All forms of advertising used by the Agency in recruitment or hiring of personnel will advise the public that the Agency is an Equal Employment Opportunity employer.
- 3) All contractors, vendors, and suppliers of goods and services to the Agency will be informed in writing of the Agency's Affirmative Action Policy and will be advised that the Agency will do business only with those who share this same commitment.
- 4) The following statement will be included on purchase orders:  
  
"By acceptance of this order, vendor agrees and warrants that he does

not discriminate against any individual or group, in hiring practices, up-grading, demotion, recruitment, termination or rates of pay, on the grounds of race, ancestry, color, religious creed, gender, sexual orientation, age, national origin, marital status, veteran status or disability, unless it is known that such disability prevents performance of the work involved."

Where notification has not already been received, requests will be made by the Agency to all invested sources, for statements attesting to their compliance with affirmative action programs.

- 5) The Agency will encourage others to develop similar policies and programs through organizational representation on committees and at conferences devoted to these purposes and topics.

### 3. Goals and Timetables

Separate Affirmative Action and Accessibility Goals will be initiated as required and maintained as a part of the organizational goals and objectives, as well as, integrated into the agency's Cultural Competency plan as necessary. These goals will be reviewed every six months.

### 4. Documentation

The following records will be instituted and maintained for periodical review by the President and CEO, and yearly by either the Personnel/Bylaws Committee of the Board of Directors, or the Programs and Recreation Committee of the Board of Directors, to assure compliance with the Agency Affirmative Action and Accessibility Program as indicated below:

#### To be reviewed by Personnel Committee:

- a) New and existing employees by job classification, race and sex and source of contact.
- b) Promotions and discharges by job classification, race and sex.
- c) Classification, race and sex.
- d) Copies of advertisements, proposals for service training programs, brochures delineating services provided, lists of vendors, and correspondence relating to the Agency Affirmative Action and Accessibility Program as necessary.

To be reviewed by Programs and Recreation Committee:

- a) Entrance criteria for all consumer applying for services.
- b) Records of consumer applicants found not eligible for services. Record will indicate reason for ineligibility and referral to other programs/services if applicable.
- c) Records of reasonable accommodations provided to consumer applicants upon entrance into services.
- d) Current caseload characteristics of all consumers.
- e) Current opportunities for community inclusion, including vocational, social, recreational and volunteer opportunities.