

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

Southeast Missouri Food Bank believes in the principle and practice of Equal Opportunity, and has taken affirmative action to include in its staff men and women of all ages and several race and ethnic groups. Southeast Missouri Food Bank seeks to comply with the letter and spirit of federal, state and local laws prohibiting discrimination on the basis of age, race, religion, creed, color, national origin, ancestry, sex, or handicapping condition.

- Southeast Missouri Food Bank is by its nature non-sectarian. It is understood that persons hired must be committed to and/or compatible with the purpose of Southeast Missouri Food Bank.

### **Authority**

The policies and procedures established herein carry out the purpose and intent of the Civil Rights Act of 1964, as amended by the Equal Employment Act of 1972 and Executive Order 11246; Age Discrimination in Employment Act of 1967, and Comprehensive Employment and Training Act of 1973.

### **Objectives and Implementation**

The overall objective of Southeast Missouri Food Bank is to eliminate any possibility of discriminatory practices, as defined by the authorizing legislation, in recruiting and hiring new employees, upward mobility of existing employees, and structuring of tasks within the personnel structure.

- All position descriptions are reviewed annually to eliminate non-critical or artificial requirements that are not commensurate with the tasks to be performed.