

Title VI Plan and Policy Statement

The Arc of Northeast Indiana, Inc. (d/b/a Easter Seals Arc of Northeast Indiana) has the following non-discrimination and inclusion policies:

Non-Discrimination Policy

Pursuant to IC 22-9-1-10 and the Civil Rights Act of 1964, Easter Seals Arc of Northeast Indiana will not discriminate on the basis of race, creed, color, religion, sex, national origin, disability, or age as it pertains to employment or services.

In addition, Easter Seals Arc will not discriminate on the basis of sexual orientation or gender identity for services. In compliance with Title VI Program Plan's expansion of prohibitive discrimination, Easter Seals Arc of Northeast Indiana will not discriminate on the basis of income status or limited English proficiency.

Procedures:

A record of any complaint from a client or employee will be maintained by the Director of Human Resources. An annual summary of complaints will be compiled as needed.

The employee handbook, employee posters, and the client handbook will reference making a complaint about any discriminatory act by Easter Seals Arc of Northeast Indiana. If the complaint is not resolved by staff or board intervention, the individual with a grievance will be directed to either the federal or state EEOC office.

US EEOC 800-669-4000

IN EEOC 800-628-2909

Inclusion Policy

It is the policy of Easter Seals Arc of Northeast Indiana to provide equal opportunities to all people without regard to race, color, religion, national origin, age, gender, sexual orientation, gender identity, disability, income, limited English proficiency and to promote the full realization of that policy. Easter Seals Arc of Northeast Indiana will assure equal opportunities in all actions and procedures, including, but not limited to, (a) the recruitment, discharge, hiring, transfer, promotion, compensation and benefits offered to its employees; (b) the nomination and election of individuals to its Board of Directors; (c) the selection of suppliers, vendors and subcontractors; and (d) the services provided to its constituents. To this end, Easter Seals Arc of Northeast Indiana will strive to accomplish the following goals and objectives:

- The composition of the Board of Directors shall be diverse and shall reflect Easter Seals Arc of Northeast Indiana's commitment to racial, ethnic, cultural, age, gender, gender identity, sexual orientation, and economic diversity.*
- Easter Seals Arc of Northeast Indiana will recruit and retain employees from diverse ages, genders, sexual orientation, gender identity, racial, ethnic, cultural, and economic*

backgrounds consistent with Easter Seals Arc's commitment to diversity and equal opportunities.

- *Easter Seals Arc of Northeast Indiana will provide services to persons with intellectual/developmental disabilities and other persons with disabilities regardless of income level. Furthermore, Easter Seals Arc of Northeast Indiana will provide service to its constituents without regard to race, color, religion, national origin, age, gender, sexual orientation, gender identity, disability, income, or limited English proficiency.*
- *Easter Seals of Northeast Indiana will not discriminate against the constituency of any agency it serves.*
- *Easter Seals Arc of Northeast Indiana is also committed to achieving and promoting diversity among its suppliers, vendors, and sub-contractors and will pursue relationships with qualified suppliers, vendors, and contractors without regard to race, color, religion, national origin, age, gender, gender identity, sexual orientation, disability, income, or limited English proficiency.*

The agency will report on the status of each of these goals. If any of them have not been met, an explanation and corrective plan will be reported to the Board of Directors.

Along with the above policy statements, Easter Seals Arc of Northeast Indiana is an Affirmative Action Employer and follows all Department of Labor regulations and reviews in accordance with those policies. Annual reporting is completed and analyzed for any possible trends that may develop by an independent person of the hiring process (Leadership Development Staff). Any issues found during reporting or analyzing are brought to the attention of the President/CEO of the organization who in turn reports regularly to the Board of Directors.

Along the with above policy statements, Easter Seals Arc of Northeast Indiana is accredited by CARF and participates in regular reviews of program areas (including transportation) and conducts all client services in accordance with those best practices set forth by that accrediting body. The Client Handbook is reviewed regularly for non-discrimination updates, trends of client demographics reviewed regularly, and an accessibility committee (assists in community outreach, transportation, language barriers, and public education accessibility issues) also meets regularly to analyze trends. The organization's Quality Assurance Director reviews all trends/data and reports any issues with negative trends to the President/CEO who in turn regularly reports to the Board of Directors.

The process for any complaints/concerns is listed in both the organization's Employee Handbook and/or Client Handbook. Policies are posted on-site and on media websites for public review. Employees and Clients should refer to those documents to find out who they should contact for any complaints. The ultimate authority for Easter Seals Arc of Northeast Indiana is the Board of Directors who would act upon issues should the President/CEO not enforce procedures to eliminate and address discrimination, resolve deficiencies, etc. should non-compliance occur.