



Jewish Family and Children's  
Service of Minneapolis

5905 Golden Valley Rd  
Golden Valley, MN 55422  
952-546-0616 | 952-593-1778 fax  
[jfcsmpls.org](http://jfcsmpls.org)

## Equal Opportunity/Affirmative Action Program

This is to affirm Jewish Family and Children's Service of Minneapolis' policy of providing equal employment opportunities to all employees and applicants for employment in accordance with all applicable laws, directives and regulations of federal, state, and local governing bodies or agencies.

Our organization will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, membership or activity in a local human rights commission, or status with regard to public assistance. We will take affirmative steps to ensure that all of our agency's employment practices are free of discrimination. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We will provide reasonable accommodation to applicants and employees with disabilities whenever possible.

Jewish Family and Children's Service of Minneapolis will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these Affirmative Action objectives as well as other established criteria. In addition, all employees are expected to perform their job responsibilities in a manner that supports equal employment opportunities.

The HR Manager is responsible for our Equal Employment Opportunity ("EEO") program. Responsibilities include monitoring all EEO activities and reporting the effectiveness of the company's Affirmative Action program as required by law. The CEO will receive and review reports on the progress of the program. Any employee or applicant may inspect our Affirmative Action Plan and information related to our EEO program during normal business hours. Please contact the HR Manager for further information.

Any employee or applicant for employment who believes they have been treated in a way that violates this policy should contact either Diana MacLennan, HR Manager, at 5905 Golden Valley Road, Golden Valley, MN 55422, (952) 542-4858, [dmaclennan@jfcsmpls.org](mailto:dmaclennan@jfcsmpls.org) or any other management representative. The agency will take immediate action to investigate and address allegations of discrimination or harassment confidentially and promptly.