

## INTEL EQUAL OPPORTUNITY CERTIFICATION

Intel respects, values and welcomes diversity in its work force, as well as in its customers, its suppliers and the global marketplace. Intel's policy is to comply with all applicable laws and to provide equal opportunity for all applicants and employees without regard to non-job-related factors such as race, color, religion, sex, national origin, ancestry, age, disability, veteran status, marital status or sexual orientation.

Intel recognizes and respects that certain organizations may have membership, volunteer or employment criteria that do not coincide with Intel's diversity and equal opportunity guideline, but that are legal under existing laws. However, Intel's commitment to diversity applies to our community outreach efforts such as corporate donations and volunteer programs. Therefore, Intel will not provide corporate support for any organizations that lack an equal opportunity guideline prohibiting discrimination on the grounds noted above.

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Community Action Organization certifies that it has, or will have, an equal opportunity guideline in effect that prohibits discrimination on the grounds of race, color, religion, sex, national origin, ancestry, age, disability, veteran status, marital status or sexual orientation.

Community Action Organization also affirms that it will not use Intel funds or Intel Involved volunteers to support other groups that do not have an equal opportunity guideline.

We also understand that Intel has the right to review our operations to verify our adherence to this equal opportunity certification. **Attached is a copy of our equal opportunity guideline.** We understand that providing Intel with a copy of our equal opportunity guideline is a condition of receiving any funds or volunteers.

Note: This guideline is not intended to conflict with international local laws that may prohibit an organization from including a particular classification within its equal opportunity guideline.

Organization Name  
Address

Community Action Organization  
1601 SW Baseline  
Hillsboro OR 97123

Signature:  
Printed Name:  
Officer's Title  
Date:

Jerralynn Ness  
Jerralynn Ness  
Executive Director  
August 1, 2001

*We are in the process of updating  
the attached documents.*

**CAO Board of Directors  
RESOLUTION OPPOSING DISCRIMINATION**

Whereas, CAO has committed to the values of upholding the dignity of all people and honoring diversity in all forms.

Whereas, CAO's mission is to address the causes and conditions of poverty by assuring that all low income people have access to needed services.

Whereas, CAO's affirmative action policy and procedure states:

Community Action Organization is an equal opportunity employer and provider of social services in Washington County. The CAO Board of Directors hereby declares that discrimination and/or harassment based on race, color, religion, sex, age, national origin, political affiliation, marital status, or any other factor protected by law or policy will not be tolerated. This policy of non-discrimination shall apply to employment, eligibility for CAO services, volunteer opportunities and participation on CAO governing boards.

Any person or persons having a complaint regarding discrimination or harassment is invited to bring that complaint to the CAO Executive Director or the Affirmative Action officer to seek resolution. For employees, CAO personnel policies provide a grievance procedure that begins with the immediate supervisor.

The CAO Board of Directors recognizes that achievement of the objectives of non-discrimination and equal opportunity requires a continuing effort of affirmative action. The ultimate responsibility to accomplish the goals in the CAO Affirmative Action Plan rests with the CAO Board of Directors.

The Executive Director, Jerralynn Ness shall ensure that affirmative action efforts will be a part of the performance review of all CAO managers and supervisors. CAO managers and supervisors will be expected to create and maintain a work environment that is free of discrimination and harassment. The Affirmative Action Officer is responsible for the monitoring and annual revision of the Affirmative Action plan.

Whereas, the very people who need services from CAO are often victims of discrimination and humiliating treatment, resulting in a loss of self-esteem.

Whereas, the achievement of family self-sufficiency is CAO's highest priority and requires that self-esteem be regained.

Whereas, healthy communities are those which are tolerant of differences, honor diversity, are inclusive in their community culture and free of discrimination and hate crimes.

Whereas, healthy communities are essential for families to successfully move out of poverty, which is CAO's highest goal.

Therefore, let it be resolved that the CAO Board of Directors publicly denounces discrimination in all forms including age, gender, disability, economic status, marital status, religion, sexual orientation, family status, race, language and country of origin. Furthermore, the Board strongly denounces all crimes against persons and property, including hate crimes.

Signed: Sherry A. Robinson  
CAO Board Chair

Date: May 19, 1993

## **2. Hiring**

*EFFECTIVE DATE: 2/19/98 SUPERSEDES: 1.4 Applicant Screening 6/13/84  
HEAD START POLICY COUNCIL APPROVAL: 10/21/97*

In order to ensure consistency, established hiring procedures will be followed as closely as possible.

Positions will be offered by the hiring supervisor to the best qualified individual, taking into account the needs of the program and agency.

The Department Director or designee will give final approval to all new hires. In Head Start, the Policy Council must also approve all hires.

### **2.1 Equal Employment Opportunity**

*EFFECTIVE DATE: 2/19/98 SUPERSEDES: 1.1 Equal employment opportunity 6/13/84  
HEAD START POLICY COUNCIL APPROVAL: 10/21/97*

CAO does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, marital status, or any other characteristic protected by law.

CAO will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Personnel Manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Applicants for hire may appeal hiring decisions if they believe that they have been discriminated against. Appeals should be submitted in writing within 15 working days of the close of the hiring process to the Affirmative Action Officer, who will review the hiring process and determine if discrimination occurred. The decision of the Affirmative Action Officer is final.