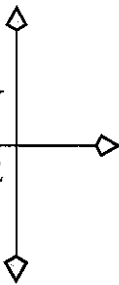


**WEST BAY**  
COLLABORATIVE



144 Bignall Street Warwick, RI 02888-1005

Phone: (401) 941-8353 Fax: (401) 941-8535

## **AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYMENT POLICY STATEMENT**

**West Bay Collaborative** will not discriminate or permit discrimination against any person or group of persons on the basis of race, color, religious creed, age, marital status, national origin, citizenship status, ancestry, sex, gender identity or expression, sexual orientation, genetic information, intellectual disability, learning disability, mental disability or physical disability including, but not limited to, blindness, (unless such disability, even with reasonable accommodation, prevents the applicant from being able to perform the work involved), or in any manner prohibited by the laws of the United States or of the State of Rhode Island. Further, **West Bay Collaborative** will not retaliate against or condone retaliation against any person or group of persons who oppose actions, treatment or conduct that they believe to be discriminatory.

As an Equal Opportunity Employer, it is the policy and practice of **West Bay Collaborative** to assure that no person will be discriminated against, or be denied the benefit of any activity, program or employment process, in areas including but not limited to recruiting, advertising, hiring, upgrading, promotion, transfer, demotion, lay off, termination, rehiring, employment, rates of pay and/ or other compensation or any other terms and conditions of employment on the basis of race, color, religious creed, age, marital status, national origin, citizenship status, ancestry, sex, gender identity or expression, sexual orientation, genetic information, learning disability, intellectual disability, mental disability or physical disability including, but not limited to, blindness, unless such disability prevents performance of the work involved.

**West Bay Collaborative** shall take affirmative action to insure that applicants with job - related qualifications are employed and to insure that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, citizenship status, ancestry, sex, gender identity or expression, sexual orientation, genetic information, learning disability, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved. If an individual has a disability for which a reasonable accommodation is requested, **West Bay Collaborative** will engage in an interactive process with the individual/representative to determine the individual's needs and accommodation.

**West Bay Collaborative** also assures that each of its vendors has been informed that **West Bay Collaborative** is an Affirmative Action /Equal Opportunity Employer and of **West Bay Collaborative's** obligations to comply with state and federal law.

**West Bay Collaborative** will implement, monitor and enforce this *Affirmative Action/ Equal Opportunity Employment Policy Statement* and program in conjunction with all applicable Federal and State laws, regulations and executive orders. In order to implement our Affirmative Action / Equal Opportunity Employment Program, **West Bay Collaborative** will develop written strategies and plans designated to correct any deficiencies identified . Furthermore, this policy statement, as well as the posters regarding Labor and Discrimination Laws, shall be posted and otherwise made known to all workers in the company's home office, each satellite office, and at each job site.

Management and supervisory staff will be advised of their responsibilities to ensure the success of this program. Ultimate responsibility for this Affirmative Action / Equal Opportunity Employment Program will be with Karen Ostroff, Executive Director. The day-to-day duties for the plan will be coordinated by William Capron, who is hereby designated the Affirmative Action / Equal Opportunity Employment Officer for **West Bay Collaborative**. I have expressly advised William Capron of his / her legal responsibilities as **West Bay Collaborative's** Affirmative Action / Equal Opportunity Employment Officer.

This Affirmative Action Plan has my total support and **West Bay Collaborative** pledges its best good faith efforts to achieve the objectives of this Affirmative Action Plan. I expect each manager, supervisor and employee of this Company to aid in the implementation of this program and be accountable for complying with the objectives of this Affirmative Action Plan.

5/22/18  
Date

*Karen Ostroff*  
Signature

*Karen Ostroff, Executive Director*  
Printed Name & Title of Person Signing