



**ARROWHEAD REGIONAL
DEVELOPMENT COMMISSION**

Leading • Planning • Connecting in the counties of Aitkin • Carlton • Cook • Itasca • Koochiching • Lake • St. Louis

**EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION PROGRAM
POLICY STATEMENT**

This is to affirm the Arrowhead Regional Development Commission's policy of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof.

The Arrowhead Regional Development Commission 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, membership or activity in a local human rights commission, familial status, or status with regard to public assistance.

The Arrowhead Regional Development Commission will take Affirmative Action to ensure that all employment practices are free of such 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 or internship. We will provide reasonable accommodation to applicants and employees with disabilities.

The Arrowhead Regional Development Commission 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 other employees are expected to perform their job responsibilities in a manner that supports equal employment opportunity for all.

The Arrowhead Regional Development Commission has appointed Krista Mattila to manage the Equal Employment Opportunity Program. Her responsibilities will include monitoring all Equal Employment Opportunity activities and reporting the effectiveness of this Affirmative Action Program, as required by Federal, State and Local agencies. The Management Group and Chair of the Arrowhead Regional Development Commission will receive and review reports on the progress of the program. If any employee or applicant for employment believes he/she has been discriminated against, contact Krista Mattila, Human Resources Manager, Arrowhead Regional Development Commission, 221 West First St., Duluth, MN 55802, or call 218/529-7543, or any other representative of management. Responsible parties will investigate allegations of discrimination or harassment as confidentially and promptly as possible, and we will take appropriate action in response to these investigations.

Any employee or applicant for employment may inspect our full Affirmative Action Plan during normal business hours by contacting Krista Mattila at (218) 529-7543.

Jan 2019