EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION PROGRAM POLICY STATEMENT

This is to affirm the Arrowhead Regional Development Commission’s (ARDC) 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.

ARDC will not discriminate against or harass any employee or applicant for employment because race, creed, religion, color, sex, national origin, citizenship status, marital status, familial status, veteran status, genetic information, gender, gender identity or sexual orientation, age, disability, pregnancy, childbirth and related medical conditions, status with regard to public assistance, membership or activity in a local human rights commission, or any other basis that would be in violation of any applicable federal, state, or local law.

ARDC 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.

ARDC 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 ARDC Board Chair has designated Executive Director, Kristi Kane, as the Company’s EEO Official. Responsibilities include monitoring all Equal Employment Opportunity activities and reporting the effectiveness of this Affirmative Action Program, as required by Federal, State and Local agencies. ARDC’s Board Chair and Management team 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 ARDC’s full Affirmative Action Plan during normal business hours by contacting Krista Mattila at (218) 529-7543.