
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of Research Foundation for Mental Hygiene, Inc. and all of its divisions (collectively referred to as "RFMH") when recruiting, hiring, training, promoting, and terminating employees to comply with those laws which prohibit discrimination as to race, creed, color, sex, age, religion, national origin, sexual orientation, gender identity or expression, pregnancy-related condition, citizen status, genetic information, disability, military or veteran status, marital or familial status, domestic violence victim status, arrest/conviction record, individuals relationship or association with a member of a protected category or any other basis protected by local, state or federal laws or Executive Orders. In addition, RFMH has a policy of affirmative action in regard to employing, advancing in employment and otherwise treating qualified individuals with disabilities and protected veterans without discrimination based on their physical or mental disabilities or protected veteran status in all RFMH employment practices. It is the policy of RFMH to ensure that all employment decisions are based only on valid job requirements.

As Managing Director/Chief Executive Officer, I reaffirm that the above policy, in conjunction with the Affirmative Action Programs, reflects RFMH's attitude and its intention to:

1. Recruit, hire, train and promote for all job classifications without regard to race, creed, color, sex, age, religion, national origin, sexual orientation, gender identity or expression, pregnancy-related condition, citizen status, genetic information, disability, military or veteran status, marital or familial status, domestic violence victim status, arrest/conviction record, individuals relationship or association with a member of a protected category or any other basis protected by local, state or federal laws or Executive Orders.
2. Base decisions on employment so as to further the principles of equal employment opportunity.
3. Ensure that promotion decisions are in accord with the principles of equal employment opportunity.
4. Ensure that all other personnel actions, such as compensation, benefits, leaves of absences, transfers, layoffs, recalls, terminations, RFMH-sponsored training, education tuition assistance, social and recreational programs, will be administered without regard to race, creed, color, sex, age, religion, national origin, sexual orientation, gender identity or expression, pregnancy-related condition, citizen status, genetic information, disability, military or veteran status, marital or familial status, domestic violence victim status, arrest/conviction record, individuals relationship or association with a member of a protected category or any other basis protected by local, state or federal laws or Executive Orders.
5. Provide, pursuant to the Rehabilitation Act of 1973, as amended, equal employment opportunities as set forth above to qualified individuals with disabilities.
6. Provide, pursuant to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, equal opportunities as set forth above, to those who are qualified protected veterans.

RFMH, in compliance with Executive Order 11246, as amended, the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, maintains written Affirmative Action Programs. The non-confidential elements of these Programs are available upon request, through the Director of Human Resources during normal business hours.

RFMH makes reasonable accommodations to the physical and mental limitations of qualified individuals with disabilities and qualified protected veterans, unless such an accommodation would impose an undue hardship.

RFMH will take all necessary steps to ensure that no person intimidates, threatens, coerces, or discriminates against any individual because that individual has filed a complaint, furnished information, or assisted or participated in any manner in an investigation, compliance review, hearing, or other activity related to the administration of this Policy.

RFMH maintains an audit and reporting system to measure the effectiveness of its Affirmative Action Programs and the

implementation of this Policy.

Overall responsibility for directing and implementing this Policy and the Affirmative Action Programs has been assigned to Theresa Conlin, Director of Human Resources. This Policy has the full backing and support of the Board, and support of all employees is expected.

RESEARCH FOUNDATION FOR MENTAL HYGIENE, INC.



Robert E. Burke
Managing Director/Chief Executive Officer