

Three Rivers Youth  
Affirmative Action/Non-Discrimination Policy

**Policy:**

As stated in Three Rivers Youth's Equal Employment Opportunity Policy (EEO), Three Rivers Youth is committed to providing equal opportunity to all employees and applicants for employment in accordance with all applicable laws, directives, ordinances, and regulations of federal, state and local governing bodies or agencies. We also support affirmative efforts to develop and maintain a diverse workforce. As part of Three Rivers Youth's affirmative action plan, every aspect of employment is monitored and analyzed to ensure progress towards an equitable representation of minorities and women.

**Procedure:**

Three Rivers Youth will maintain at a minimum the same percentage of minority employees as is represented in the proportion of minority members in Allegheny County. Three Rivers Youth will also strive to maintain a balance between male and female employees within each of the professional classifications, with the percentage of women at least the same as what is represented in the total working population of Allegheny County.

**Introduction:**

Since its inception Three Rivers Youth has made affirmative efforts to ensure that opportunity is available to all. Three Rivers Youth has traditionally complied with the spirit and intent of governmental policies of non-discrimination, not because of the policies, but because Three Rivers Youth believes that equal employment opportunities should be available to all.

This policy statement reflects Three Rivers Youth's commitment to equal employment and service opportunities.

**Policy Statement:**

Three Rivers Youth will continue to operate without discrimination as to race, color, religion, natural origin, ancestry, sex, age, marital status, familial, sexual orientation, disability, or veteran status, in the recruitment, selection, evaluation, promotion, compensation, training, and termination of staff; in the delivery of services; and in the use of community facilities and resources.

**Goals and Timetable:**

Three Rivers Youth will maintain at a minimum, the same percentage of minority employees as is represented in the proportion of minority members in Allegheny County. Three Rivers Youth will also maintain a balance between male and female employees within each of the professional classifications, with the percentage of women at a minimum the same as is represented in the total working population of Allegheny County.

**Methods Used to Obtain Goals:**

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Active recruitment of minorities and females is conducted, and has resulted in both goals being exceeded.

**Contractors and Vendors:**

Three Rivers Youth does not contract with contractors and vendors who are known not to be operating under an acceptable affirmative action policy.

**Communications:**

This policy is communicated in order to inform all relevant audiences, as follows:

1. The Policy Statement is included in the agency's Personnel Manual, which is available to all employees.
2. The agency's non-discrimination policy for staff and clients is posted in Three Rivers Youth's administrative office.
3. In advertising for staff, the agency communicates that it is an equal opportunity employer.

**Summary:**

Affirmative action must be a continuous process on the part of any agency serving the public. It is an integral part of Three Rivers Youth's approach to employees and clients, and will continue to be.

No retaliation is allowed against anyone who submits a complaint or who participates in an investigation of a complaint.