



Where it All Comes Together
for a Better Future

The Policy: Statement of Non-Discrimination

Habilitation Assistance Corporation assures equal opportunity and public access, and if necessary, affirmative action in all its policies regarding employment and provision of services. Additionally, Habilitation Assistance Corporation Officially states that all persons who are members of a group specifically protected by law from discrimination are considered to be covered by this plan.

Habilitation Assistance Corporation maintains and promotes an agency-wide policy of non-discrimination on the basis of race, color, creed, sex, age, ancestry, disability, sexual orientation, national origin, marital status, religion, and Vietnam Veteran status. Habilitation Assistance Corporation shall not maintain or tolerate facilities which are unlawfully segregated on the basis of race, color, creed, religion, ancestry, national origin, age, disability, sex, marital status or sexual orientation.

The policy incorporated references the requirements of Federal Executive Orders 11246 and 11375, as amended; the Civil Rights Act of 1964, as amended; Title VII; Revised Order No. 4, Office of Federal Contract Compliance (U.S. Department of Labor); the Equal Pay Act of 1963; the Age Discrimination in Employment Act of 1967; Title 6, Civil Rights Act of 1964, the Civil Rights Act of 1966 and 1970; the Equal Protection Clause of the Fourteenth Amendment to the Constitution of the United States; the Rehabilitation Act of 1973, Section 503, 504; Americans with Disabilities Act of July 26, 1990; the Vietnam Era Veterans Readjustment Assistance Act of 1974, Section 402 another pertinent Federal legislation, and also pertinent laws, Regulations and Executive Directives of the Commonwealth of Massachusetts, such as the Governor's Code of Fair Practices; Executive Order 272, amending and revising Executive Order 74 as amended by Executive Orders 116 and 117, Executive Order 246, revoking and superseding Executive Order 237, Minority Business Enterprises, and Executive Order 235, Vietnam Era Veterans.

This policy of non-discrimination and Affirmative Action is designed to provide women and minority group members equal employment opportunities on the basis of merit in a discrimination atmosphere. In accordance with Executive Order 11246, the term minority group is defined as including Afro-Americans, Native-Americans and Asian-Americans. Executive Order 11375 added women by amendment.

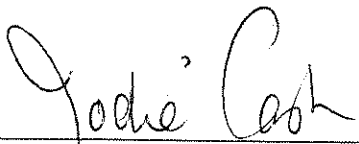
This Policy of non-discrimination applies to every aspect of employment, and includes all full-time, part-time, temporary and permanent employees, as well as those hired through federal and state grants and contracts. It applies also to all recruitment, hiring, evaluation, promotion,

demotion, transfer, termination, compensation, leave, fringe benefits and grievance procedures. Habilitation Assistance Corporation is will to take Affirmative Action, if it is needed, to reach the goals incorporated in this plan.

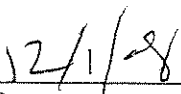
Habilitation Assistance Corporation will take Affirmative Action to ensure that all applicants for employment receive fair consideration and that employees are treated fairly during employment. Habilitation Assistance Corporation advertises its commitment to equal opportunity in all pertinent publication by using the statement: "EOE/AA – M/F/H/V". This policy of equal opportunity and non-discrimination applies to the provision of services as well.

Our Equal Opportunity Manager, Jodie A. Cash, has overall responsibility for the implementation of the Affirmative Action Program and shall be involved in all personnel decisions involving persons covered by this plan. Ms. Cash is responsible for record keeping and will maintain a formal reporting and auditing system to measure the attainment of goals of equal opportunity and non-discrimination in employment and service provision. Habilitation Assistance Corporation shall furnish information as may be required to comply with applicable law. We intend to measure ourselves against specific objectives which will continue to move our total employment positively toward full and equal participation of all employees in the opportunities available within Habilitation Assistance Corporation.

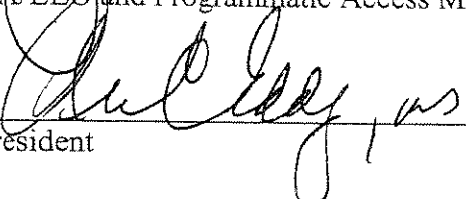
Habilitation Assistance Corporation encourages initiative and personal leadership by individuals as the best means to ensure success of the plan. We ensure that no employees or applicant will be subjected to coercion, intimidation, interference or discrimination for filing a complaint or assisting in an investigation under this program. We will work cooperative with, and seek assistance of, appropriate groups and individuals, government agencies, educational institutions, civic organizations, study groups, and suppliers in implementing this plan.



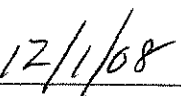
AA/EEO and Programmatic Access Manager



Date



President



Date

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Est: 5/99
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