



JOB POINT

CULTURAL COMPETENCY DIVERSITY AND INCLUSION PLAN

Job Point respects and values the diversity of our communities and recognizes that this diversity enriches our lives and the lives of those we serve. Job Point staff will identify, respect and address the beliefs, customs, needs, values and worth of all applicants, employees, families, individuals and stakeholders. Our company has a non-discrimination policy for all applicants, employees, individuals and stakeholders in regard to race, religion, color, gender, age, national origin (including Limited English Proficiency, ancestry, disability, sexual orientation, veteran status, marital status, familial status, pregnancy, childbirth and related medical conditions, transgender status, genetic information, gender identity, socioeconomic status or language, or for beneficiaries, applicants and participants only, on the basis of citizenship status or participation in WIOA Title-I-financially assisted program or activity, except where there are bona fide occupational requirements. We will remain in compliance with any other applicable laws regarding discrimination or protected classes. It is our goal to provide a workplace environment that fosters equal opportunity and equal access and is free from harassment.

We strive to increase awareness of cultural diversity within our organization and to promote practices that continually lead Job Point toward equality and accessibility. This Cultural Competency, Diversity and Inclusion Plan addresses cultural competency within the company by continuing to utilize the following guiding elements:

1. Valuing diversity by accepting individual preference and respecting individual differences, while affirming our common humanity.
2. Examining our own cultural behaviors in order to learn to modify them when appropriate.
3. Believe each person has the right to express thoughts and opinions freely, encouraging open expression within a climate of civility, sensitivity and mutual respect.
4. Being conscious of the dynamics of differences.
5. Institutionalizing cultural knowledge by continually striving to gain knowledge and to incorporate that knowledge into practices within our organization.
6. Adapting to diversity and cultural contexts within our local community.
7. Considering case by case adaptation in order to serve the needs of individual clients.

The executive and directorate staff shall have the responsibility and authority to ensure that the company provides adequate training in areas related to cultural issues within services and supports and in the supervision and employment of all staff. The following steps will be taken:

1. By periodically offering employees education on cultural competence and diversity to enhance cultural competency and understanding of diversity. Cultural competence training opportunities shall be sought by the Human Resources Designee.

2. By periodically offering training to all employees on preventing harassment and discrimination in the workplace.
3. By sharing information with employees on resources regarding diversity.
4. By providing service plans in an understandable manner for those served which include information about individual preferences. Job Point staff will assist clients in recognizing opportunities to participate in cultural experiences which are valued by the clients such as holiday celebrations and religious services.
5. By ongoing efforts to increase and maintain diversity of the Board of Directors and staff.
6. By continuing the diversity efforts according to our affirmative action program.
7. By maintaining and annually reporting on the Accessibility Plan.
8. By reviewing this Plan at least annually to adjust as needed.

Supporting documentation:

By-Laws: Article IV

Operational Policies: 4.04, 4.22

Personnel Policies: 201, 201A, 801

Approved by the Board of Directors November 27, 2012

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Reviewed by the Board of Directors February 28, 2017

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Reviewed by Board of Directors January 28, 2020

Reviewed by Board of Directors February 23, 2021

Reviewed by Board of Directors February 22, 2022

Reviewed by Board of Directors February 28, 2023

Reviewed by Board of Directors February 27, 2024

Reviewed by Board of Directors February 25, 2025