



## EQUAL EMPLOYMENT OPPORTUNITY

Karen Friend  
Executive Director

### A. EEO Policy Statement

The Central Oregon Intergovernmental Council (COIC) has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

COIC Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

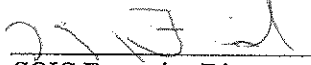
COIC is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

As COIC's Executive Director, I maintain overall responsibility and accountability for COIC's compliance with its EEO Policy and Program. I have appointed Jane Foote, Human Resources Manager at [jfoote@coic.org](mailto:jfoote@coic.org) and 541-548-9537 as being responsible for the day-to-day EEO activities, including program preparation, dissemination and monitoring. To ensure EEO Policy and Program compliance and impartial complaint investigation, I have appointed Michelle Williams, Fiscal Services Manager at [michellew@coic.org](mailto:michellew@coic.org) and 541-504-3303 as COIC's EEO Program Manager. Michelle Williams reports directly to me and acts with my authority with all levels of management, labor unions, and employees.

All COIC executives, management, and supervisory personnel, however, share in the responsibility for implementing and monitoring COIC's EEO Policy and Program within their respective areas and will be assigned specific tasks to ensure compliance is achieved. COIC will evaluate its managers' and supervisors' performance on their successful implementation of COIC's policies and procedures, in the same way COIC assesses their performance regarding other agency's goals.

COIC is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices and procedures, with goals and timetables, to which the agency is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request.

I am personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.

  
COIC Executive Director

1/29/2018  
Date