

## **Diversity, Equity and Inclusion Policy**

First Choice Services is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. At First Choice Services, a diverse, inclusive, and equitable workplace is one where all employees and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education or disability marital or veteran status, is valued and respected. The agency is committed to fostering an inclusive environment by providing equal opportunity for employment and advancement in all departments, programs, and worksites. FCS promotes respect for diverse life experiences and heritages, embraces employees' differences and seeks to ensure that all voices are valued and heard.

Human capital is the agency's most valuable asset. The collective sum of individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that FCS employees invest in their work represents a significant part of not only of the agency's culture, but its reputation as well.

First Choice Services' diversity initiatives include, but are not limited to practices and policies on recruitment and selection, compensation, benefits, professional development, training, promotion, transfer, corrective action and the ongoing development of a work environment built premised on inclusiveness. The agency administration:

- encourages and enforces respectful communication and cooperation between all employees.
- encourages and enforces teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- understands diversity, inclusion, and equity as inseparable from the agency's mission and the well-being of its employees and the larger community.
- seeks to identify and dismantle inequities within policies, systems, programs, and services, and continually updates and reports organization progress.
- leads with respect and tolerance. It is an FCS expectation that all employees embrace and embody the spirit of this policy in workplace interactions and through everyday practices.

All employees of First Choice Services have a responsibility to treat others with dignity and respect. Employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored events. Employees are also required to attend and complete annual diversity awareness.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's diversity policy and initiatives should seek assistance from their director, or Human Resources.