



Disclosure of Employment Responsibilities
Equal Employment Opportunity/Affirmative Action

As an Affirmative Action employer, PICS follows the established EEO/AA laws by not discriminating against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, affectional preference, disability, age, public assistance status, or ex-offender status so long as that status does not affect licensing standards, regulatory compliance, or mission.

As the Managing Party, you are responsible for ensuring that the workplace is free of discrimination and harassment, including but not limited to hiring, promotion, evaluation, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training. Furthermore, PICS prohibits the harassment of any employee or job applicant because of race, color, religion, national origin, sex, affectional preference, disability, age, public assistance status, or ex-offender status.

All apparent and suspected discrimination or harassment must be immediately reported. Any suspicion or knowledge of discrimination or harassment should be reported in writing immediately to a PICS representative. Upon receiving a written report of the complaint, an investigation will be carried out within 10 working days. To the extent possible, the complaint will be kept confidential, however, the investigator will need to confront the alleged perpetrator, as well as important corroborating witnesses.

Contact a PICS Program Manager or the PICS Program Director if you have questions.

Acknowledgement of Responsibility

Name: _____

I understand the above disclosure information. I also understand that it is my responsibility as the Managing Party to immediately report to a PICS representative if I suspect or have knowledge of discrimination or harassment against any current employee or applicant for employment.

(Consumer/Authorized Representative)

(Date)

(PICS Representative)

(Date)