



**Area Community Services Employment and Training Council  
Equal Opportunity Policy Statement**

On behalf of its West Michigan Works! division, it is the policy of the Area Community Services Employment and Training Council (ACSET) that it will not discriminate in the provision of aids, benefits, services and training available through any program that it administers or operates, nor will it discriminate in employment decisions on the basis of race, color, religion, disability, national origin (including limited English proficiency), sex (including pregnancy, childbirth and related medical conditions, sexual orientation, transgender status and gender identity), age, height, weight, marital status, veteran status, genetic information, political affiliation or belief, or any other characteristic protected by law. ACSET will comply with applicable civil rights statutes and regulations. ACSET will not tolerate harassment of clients, applicants and participants in its programs, nor of applicants for employment or employees, on the basis of any of the foregoing protected characteristics. It is also the policy of ACSET to base all employment decisions only upon valid job requirements.

ACSET will take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. ACSET will also ensure that qualified individuals with disabilities will have an equal opportunity to enjoy the aids, benefits, services and training that it offers through its programs, and an equal opportunity for employment and the benefits of employment in its workforce. This means that, upon request and at no cost to the individual, ACSET will provide appropriate auxiliary aids and services and reasonable accommodations to qualified individuals with disabilities.

Under the direction of the ACSET Governing Board, the ACSET Chief Executive Officer is responsible for developing and managing the ACSET Equal Opportunity Program. The Chief Executive Officer shall appoint an Equal Opportunity Officer who will be given the responsibility and authority necessary to implement and direct a positive results-oriented Equal Opportunity program. ACSET will monitor its activities to ensure that it complies with the mandates of this policy.

ACSET will monitor the equal opportunity obligations and practices of its service providers and will take appropriate steps to ensure that any service provider that has been found to have engaged in illegal discrimination in the conduct of any program administered by ACSET corrects the situation and comes into compliance with its obligations under the law and this policy. It is also ACSET's policy to notify all its major suppliers of goods and services of this policy and to require each of them to complete an ACSET Vendor Certification Information Sheet, which includes a commitment to assure equitable treatment of all persons in its employment and business practices.

Date: 8/27/18

Area Community Services Employment and Training Council

By: Robert Womack  
Robert Womack, ACSET Governing Board Chairperson