ACADIANA LEGAL SERVICE CORPORATION

EQUAL OPPORTUNITY POLICY

AND

AFFIRMATIVE ACTION PLAN

For Board Review on December 12, 2023

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PART ONE: EQUAL OPPORTUNITY COMPLIANCE
Equal Opportunity Policies

I. GOALS AND POLICIES

A. Equal Opportunity Policies

The goals of Acadiana Legal Service Corporation's equal opportunity policies are to assure and protect the right of equal opportunity to:

any person employed by or seeking employment with the Corporation,

any person being served by or seeking the assistance of the Corporation,

any person participating in, or seeking to participate in a policy-making, planning and/or advisory body of the Corporation, in employment and the provision of legal assistance.

B. Statements of Policies in Equal Employment and Legal Assistance

1. It is the policy of Acadiana Legal Service Corporation to seek and employ qualified persons, to provide equal opportunities in all aspects of employment, and to administer all personnel activities in a manner that will avoid discrimination against any person because of race, color, religion, sex, age, national origin, disability, or any other consideration prohibited by law.

2. It is the policy of Acadiana Legal Service Corporation to make no distinction in the provision of legal assistance to eligible persons because of race, color, religion, sex, age, national origin, disability or any other consideration prohibited by law.

II. IMPLEMENTATION OF EQUAL OPPORTUNITY POLICIES

A. Responsibility

Acadiana Legal Service Corporation's Board of Directors has the overall responsibility for the establishment of the Equal Opportunity Policies. The Executive Director is delegated the responsibility and authority for achieving the goals of Acadiana Legal Service Corporation's Equal Opportunity Policies.

1. The implementation of these policies is the responsibility of the Deputy Director or his/her designee of Acadiana Legal Service Corporation.

2. The Deputy Director or his/her designee of Acadiana Legal Service Corporation will review and report on a continuing basis all aspects of the program's operations to insure that these policies are being observed and to determine if additional affirmative action efforts are necessary.

B. Legal Assistance Guidelines

Acadiana Legal Service Corporation will not, on the grounds of race, color, religion, sex, age, national origin, disability or any other basis prohibited by law:

deny legal assistance to any eligible person;

provide legal assistance to a person different in form or manner from that provided to others;

treat differently any person in determining whether she or he is eligible for legal assistance;

deny a person the opportunity to participate as a member of a policy-making, planning, or advisory body; or

establish legal services offices as locations with the purpose or effect of excluding persons from the benefits of legal assistance.

C. Employment Practices Guidelines

1. Recruitment: Except as required by Section 1000(b) and 1007(a)(8) of the Legal Services Corporation Act, and Part 1616 of the Corporation Regulations, when any position for employment is available, the program will seek qualified applicants without regard to race, color, sex, religion, national origin, disability, age or any other consideration prohibited by law.

    a. When applicants are sought from outside of the staff of Acadiana Legal Service Corporation, advertisements will be placed in media chosen to reach qualified persons, including minorities and women. All employment advertisements will contain the statement, "An Equal Opportunity Employer".

    b. Corporation's employment applications will notify applicants that discrimination on the basis of race, color, religion, sex, or national origin is prohibited by law.

2. Hiring, Placement, and Promotion: All hiring, placement, and promotion of applicants and employees will be made on the basis of individual ability and performance, and the staffing needs of Acadiana Legal Service Corporation, consistent with the commitment to equal opportunity that is set forth in this statement of Equal Opportunity Policies. All hiring, placement, and promotional activities will be monitored by the Personnel Committee of the Board of Directors of Acadiana Legal Service Corporation to assure that full consideration, as required

by Corporation policy, has been given to all qualified minority and women applicants and employees.

3. Benefits and Compensation: All compensation and fringe benefits, including access to training and educational programs for employees of Acadiana Legal Service Corporation will be determined without regard to race, color, religion, sex, age, national origin, disability, or any other consideration prohibited by law.

4. Audits and Reports: Acadiana Legal Service Corporation shall implement reporting procedures that provide for the continual auditing, monitoring, and evaluation of Corporation personnel and clientele records to insure compliance with all equal opportunity policies. A formal audit of Acadiana Legal Service Corporation will be made at least annually with periodic checks as deemed appropriate. The audit will include the following:

    a. A statistical report showing the race and sex composition of the Corporation's Board of Directors, personnel, and clientele:

    b. An evaluation of Acadiana Legal Service Corporation's Equal Opportunity Policies including comment on their operation and any recommended changes.

5. Complaint Procedure: Acadiana Legal Service Corporation will develop and implement a procedure to provide orderly methods for the prompt and peaceful settlement of complaints about the implementation of these policies and establish over a period of time the basic Acadiana Legal Service Corporation rules, practices, and customs for the successful operation of a complaint procedure and conciliation process. These policies adopted by the Board of Directors on November 7, 1978, will be revised to reflect experience, changes in laws and regulations, and better understanding of effective approaches that will assure equal opportunities for all.

D. <u>Complaint Procedures</u>:

1. Employee Complaints: Complaints relative to the composition of or compliance to the Equal Opportunity Policy shall be made to the Deputy Director or his/her designee. If a satisfactory settlement is not then accomplished, a direct referral will be made to the Executive Director. Written Complaint Procedures will be made to the complainant. The person complaining will be instructed by the Executive Director of the steps to be followed within the Corporation. Complaints are then referred to the Executive Committee for final disposition.

a. Complaints

1. Complaints of a violation of the Corporation's Equal Opportunity Policies or of its Sexual Harassment Policy within the Corporation will be directed to the Deputy Director or his/her designee. Should any personnel action be required, the Deputy Director or his/her designee will refer his/her findings and recommendations to the Executive Director.

2. Procedures: Complaints of discrimination in participation shall be processed in the following manner:

    a) The complainant(s) may contact the Deputy Director or his/her designee to discuss a complaint.

    b) The Deputy Director or his/her designee shall attempt to resolve the complaint by informal means within fifteen (15) calendar days from the date of receipt of the complaint.

    c) In attempting to resolve a complaint informally, the Deputy Director or his/her designee shall contact all parties including appropriate supervisors. Reports to the Grievance Committee of the Board of Directors will be through the Executive Director.

    d) If the complaint is not resolved, the complainant may appeal to the Executive Director.

    e) If the complaint remains unresolved, after referral to the Executive Director, the complainant may appeal to the Personnel Committee of the Board of Directors.

b. It is the responsibility of the Executive Director to provide written Complaint Procedures and inform the person(s) making complaints of discrimination based on equal opportunity of appeal procedures and the right to file formal complaints with the Legal Services Corporation and/or federal, state, or local agencies having jurisdiction.

1. Complaints About Legal Assistance and Client Grievance Procedures:

    (See Attachment I)

2. Complaints of Other Persons Participating in the Policymaking, Planning, and/or Advisory Body of the Corporation:

    Complaints relative to the composition of or compliance to the Equal Opportunity Policy shall be made to the Deputy Director or his/her

designee. Complaints from other persons participating in, or seeking to participate in, a policymaking, planning, and/or advisory body of the Corporation in employment and the provision of legal assistance shall be made to the Executive Director. If a satisfactory settlement is not then accomplished, a direct referral will be made to the President of the Board. The complainant will be provided with written Complaint Procedures with steps to be followed within the Corporation. Complaints are then referred to the Executive Committee for final disposition.

ATTACHMENT I

III. CLIENT COMPLAINT REVIEW PROCEDURE

Appeals Committee: Membership

It is hereby established within the membership of the Board of Directors an Appeal Committee, appointed by the President of the Board, and consisting of no fewer than five members in approximately the same proportion of eligible clients and attorneys as sit as Directors on the Board. The President shall be an ex-officio member of the committee. The appointments shall be made at the annual meeting of the Board.

Functions

The Committee shall be responsible for reviewing and deciding client complaints about (1) the manner or quality of legal assistance that had been rendered and, (2) denial of legal assistance. Said complaints shall reach the committee via appeal from an adverse decision on the grievance or denial made by the Executive Director or his/her designee.

Procedures

The Committee shall establish its own operating rules and procedures, elect its own officers, and determine its quorum.

Meetings

The Committee shall meet as often as deemed necessary by its Chairman to expeditiously review appeals from clients. The Committee shall report its activities at all meetings of the Board of Directors.

NOTICE OF GRIEVANCE PROCEDURE

Each client or applicant for legal services shall be provided with written information at the time of the initial visit about the existence and nature of the grievance procedure and how to make a complaint.

COMPLAINTS ABOUT LEGAL ASSISTANCE: SENIOR ATTORNEY

An applicant or client who is dissatisfied with the manner or quality of the legal assistance provided him/her may make a complaint orally or in writing to the Senior Attorney of that office. Upon request, the Senior Attorney, or his/her designee, shall transcribe a brief written statement, dictated by the applicant or client for inclusion in the applicant or client's complaint file.

Investigation: Disposition

The Senior Attorney shall promptly consider and investigate the complaint and shall confer with the applicant or client and the employee involved. Upon receipt of the complaint, the Senior Attorney shall advise the applicant or client that a full and impartial investigation will be promptly conducted and he/she shall be informed, within fourteen days, of the Senior Attorney's resolution of the grievance and the right to appeal the disposition within ten days to the Executive Director. If the applicant or client wishes to appeal the disposition to the Executive Director, the Senior Attorney shall forward to the Executive Director a report of his/her investigation, including any statements from the appellant and employee, and a statement of his/her disposition of the grievance. The Executive Director shall promptly review and evaluate the complaint file supplied by the Senior Attorney and shall determine whether any independent investigation is warranted. The Executive Director shall advise the appellant and the affected employee, in writing, of his/her disposition or resolution of the grievance and shall also advise the appellant of his/her right to appeal any adverse decision to the Appeals Committee of the Board of Directors.

Appeal to Appeals Committee

An appellant dissatisfied with the Executive Director's disposition of his/her complaint shall have the opportunity to submit an oral and/or written statement to the Appeals Committee. The request for an appeal shall be made to the President of the Board of Directors within ten (10) days of receipt of the Executive Director's decision. Upon request, the Executive Assistant or his/her designee shall transcribe a brief written statement, dictated by the appellant, for inclusion in the complaint file. If the appellant requests an appearance before the Committee, the Committee shall provide for such a meeting within thirty days of the appellant's request. A written statement of the Appeal Committee's disposition or resolution of the appeal shall be included in the appellant's complaint file and a copy shall be forwarded to the appellant without an appearance by the appellant. If the employee is dissatisfied with the Committee's disposition of the complaint, he/she may file a written statement to this effect and the same shall be placed in the complaint file.

COMPLAINTS ABOUT DENIAL OF LEGAL ASSISTANCE

Review

An applicant or client who believes that he/she has been denied legal services improperly whether upon initial application for services or regarding denial of a request for appeal from lower court decision shall be advised in a letter of rejection that the Executive Director will promptly review by appeal a decision that a person is financially ineligible, or that assistance is prohibited by the Act or Corporation Regulations, or by priorities established by Acadiana Legal Service Corporation. The appellant will be given the option of having the case reviewed on the record or of meeting with the Executive Director prior to his/her decision.

Investigation: Disposition

The Executive Director shall promptly review and evaluate the denial and shall determine whether any independent investigation is warranted. The Executive Director shall advise the appellant in writing of his/her disposition or resolution of the appeal and shall also advise the appellant of his/her right to appeal any adverse decision to the Appeals Committee of the Board of Directors.

Appeal to Appeals Committee

An appellant dissatisfied with the Executive Director's disposition of his/her appeal shall have the opportunity to submit an oral and/or written statement to the Appeals Committee. The request for an appeal shall be made to the President of the Board of Directors within ten (10) days of receipt of the Executive Director's decision. Upon request, the Executive Assistant or his/her designee will transcribe a brief written statement, dictated by the appellant, for inclusion in the complaint file. If the appellant requests an appearance before the Committee, the Committee shall provide for such a meeting within thirty (30) days of the appellant's request. A written statement signed by the Chairperson reporting the Appeal Committee's disposition or resolution of the appeal shall be included in the appellant's file and a copy shall be forwarded to the appellant without an appearance by the appellant. If the appellant is dissatisfied with the Committee's disposition of the appeal, he/she may file a written statement to this effect and the same shall be placed in the appeals file.

ATTACHMENT II

IV. EMPLOYEE GRIEVANCE PROCEDURE

1. Policy

   Each permanent employee who receives notice of termination has the right to appeal such termination. If the employee cannot resolve the grievance through an informal discussion with the Executive Director, the employee may submit a written request to the Executive Director stating the reason for the grievance, including all pertinent information relating thereto, and asking that the Board of Directors Grievance Committee schedule a hearing to appeal the decision.

2. Appeal to the Board of Directors

   In the event the aggrieved employee remains dissatisfied with the result of the above procedures, an appeal may be made to the Board of Directors.

3. Board of Directors Grievance Procedures

   Within five (5) days after receipt of a written request for appeal, the Executive Director shall forward to the Chairman of the Board and to the aggrieved employee, the following materials:

   a. Aggrieved employee's original statement of grievance;

   b. The Executive Director's written review of the staff member's supervisor's decision.

   Within five (5) days after receipt of the materials, the aggrieved employee must send a written statement to the Board Chairman indicating the reason for appealing the decision of the Director. The employee's failure to send such statement shall result in dismissal of the appeal.

   The Board shall review the materials sent to the Chairman and shall decide to:

   a. Confirm the review of the Director;

   b. Refuse to hear the matter on the basis that it is inappropriate for Board action;

   c. Designate a place and hearing date within ten (10) days after receipt of the materials.

If no hearing is held, the written decision of said Board shall be sent to the aggrieved employee and the Director within thirty (30) days after receipt of the employee's written statement of the basis of the appeal. If a hearing is held, a written transcript may be made of said hearing. The decision of the Board shall be in writing and shall be sent to the aggrieved employee and the Director within ten (10) days after the conclusion of the hearing. The decision of the Board of Directors is final.

ATTACHMENT III

V. SEXUAL HARASSMENT POLICY

Policy: It is the policy of Acadiana Legal Service Corporation to prohibit sexual harassment of its employees which creates a hostile, intimidating, or offensive work environment by any person in any form.

Specifically:

Sexual harassing conduct in the workplace committed by supervisory or nonsupervisory personnel is prohibited. Such conduct includes:

a) Unwelcomed sexual flirtations, advances, or propositions;
b) Verbal abuse of a sexual nature;
c) Graphic verbal comments about an individual's body;
d) Sexual degrading words used to describe an individual;
e) The display in the workplace of sexually suggestive pictures.

No supervisor shall threaten or insinuate, whether explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assignment duties, or any other condition of employment or career development.

Procedure: Employees who believe they have been the subject of sexual harassment should report the alleged act immediately to his or her supervisor. Supervisors should make every effort to insure that complaints of sexual harassment are resolved promptly and effectively. If the supervisor is the person whom the complaint is lodged against, then the employee should report the alleged act to the Executive Director. If the Executive Director is the person whom the complaints is lodged against, then the employee should report the alleged act to the Chairman of the Board.

The investigation of sexual harassment complaints shall be conducted in the strictest of confidence under the direction of the Executive Director (or, in the case of a complaint lodged against the Executive Director, under the direction of the chairman of the Board), and said investigation shall be completed in a timely manner.

No person shall be penalized or subject to retaliation for filing a complaint of sexual harassment, if such filing was in good faith or for cooperating in the investigation of such a complaint.

Any employee, supervisor, or manager who is found after appropriate investigation to have engaged in sexual harassment of any employee will be subject to appropriate disciplinary action, including termination depending on the circumstances.

If the employee is not satisfied with the action taken by the Director, then he or she should bring the complaint to the attention of the Chairman in accordance with appeal procedure within ten (10) days of the final decision.

VI. Reaffirmation

The Equal Opportunity Policy adopted by the Board of Directors of Acadiana Legal Service Corporation was reviewed and reaffirmed on December 12, 2023, to reflect experience, changes in laws and regulations, and a better understanding of effective approach that will ensure equal opportunities for all.

REAFFIRMED:

Date: _____

_____
Sachida R. Raman
Executive Director

Date: _____

_____
Susan Kutcher, President
Board of Directors

PART TWO: AFFIRMATIVE ACTION POLICY STATEMENT

I. PURPOSE AND PROGRAM

A. Purposes and Responsibilities

The purpose of this statement is to outline, clarify and establish Acadiana Legal Service Corporation policy as it pertains to affirmative action and equal employment progress.

1. The Deputy Director or his/her designee will be responsible for the overall supervision of the Affirmative Action Program and this program will be audited by an appropriate committee composed of Board of Director members and staff.

2. Acadiana Legal Service Corporation affirms its dedication to the policy of insuring that all persons, regardless of race, color, religion, national origin, age, sex, or disability will have an equal opportunity for employment.

B. Affirmative Action Program

The Corporation is an equal opportunity employer and subscribes to all policies and procedures of the Act established in Title VII of the Civil Rights Act of 1964 as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1967, and the Americans with Disabilities Act of 1990. All members of management having administrative or directional authority are responsible for conducting day to day personnel activities in a manner to insure compliance with Acadiana Legal Service Corporation's non-discriminatory policy and Affirmative Action Program and will be held directly responsible and totally accountable by the Executive Director for the complete adherence to this policy. They are responsible for the complete education and dissemination of this policy to all personnel within their area of responsibility.

1. Dissemination: Internal – To ensure understanding and continuing implementation of this program, the subjects of equal opportunity will be discussed at appropriate management and staff meetings, and included in the personnel policies manual. Modifications will be made to reflect the implications of such discussions when applicable. Personnel policies will be discussed as part of employee orientation activities. These policies and procedures will be available in each office of the Corporation.

2. Diffusion: External – Acadiana Legal Service Corporation will advise all interested sources of the Corporation’s non-discriminatory policy and it’s commitment to equal employment opportunities by using the following activities:

a. Recruiting sources are informed of the policy, requiring that these sources actively recruit and refer minorities and women for all positions.

b. Other community organizations, when possible, will be provided with affirmative action technical assistance.

c. Prospective employees are informed of the existence of the affirmative action policy and the notation "Equal Opportunity Employer" appears in all employment advertising.

d. Advertising is placed in local minority orientated media so that direct contact will be made with minority groups.

e. Written notification of the affirmative action policy will be sent to all contractors, vendors and suppliers requiring appropriate action on their part.

f. Surveys will be conducted to determine affirmative action posture of vendors.

II. AFFIRMATIVE ACTION PROGRAM GUIDELINES

A. Affirmative Action in Employment

The Corporation shall offer all applicants, regardless of race, color, religion, sex, age, disability, and national origin, the opportunity to qualify for employment with the Corporation, if their experience and qualifications meet the corporate requirements for the position in question. All employees of the Corporation, regardless of race, color, religion, sex, age, disability, or national origin, will be afforded the same opportunities with respect to upgrading, lay-offs, rehiring, recalling, counseling, evaluations and seniority. All personnel actions such as transfers, promotions, etc., within the Corporation will be guided by the Equal Employment Opportunity Policy.

The Corporation will isolate positions that can be left vacant for a period of time without diminishing the efficiency of the affected unit, and seek qualified minority and female applicants to fill these positions.

B. Orientation of Staff

An effective orientation program for all new employees is established which better prepares one for his or her first day on the job and enhances his or her potential for developing into a satisfactory employee. A system of periodic follow-up progress reviews is established for all employees.

C. Orientation of Community

The Corporation will continue to implement and maintain a close communicative relationship with the responsible leaders of local minority groups to show a sincere interest in achieving the goals of this program. Representatives of Acadiana Legal Service Corporation will work with the appropriate agencies and groups within the communities in which it operates in order to cooperate in the further development of community acceptance and adoption of non-discriminatory policies in employment.

D. Reporting

1. Frequency: The Deputy Director or his/her designee will submit semi-annual reports to the Executive Director on hiring, upgrading, transfers, and terminations to insure that such procedures are being administered in accordance with the affirmative action program.

2. Intra-Agency Procedures: Any employee who feels that he or she has noticed any discrepancies and/or deviations from this policy as is here established, should report same to their immediate supervisor in writing and forward a copy to the Deputy Director or his/her designee. The employee's immediate supervisor will make a full report the Deputy Director or his/her designee on each violation. The Supervisor should include in the report, if there is a violation, how it was corrected, and what measures have been taken to prevent such a recurrence.

3. Inter-Agency Procedures: The Deputy Director or his/her designee will insure compliance with all requests for reports, investigations or summaries such as the "Affirmative Action Program" and the "Quarterly EEO Progress Report" and will be held accountable for the completeness, correctness and timely submission to the proper agency. The Deputy Director or his/her designee will act as liaison between the Corporation and the Equal Opportunity Commission and other related agencies.

E. Affirmative Action in Purchasing

Where possible, subcontractor and vendors will be requested to submit the Equal Employment Opportunity-1 Report or a report acceptable to the Executive Director on an annual basis which reflects the fact that these companies are practicing equal employment in order to sell our organization materials, supplies, and/or services.

III. ASSURANCES

In order to assure that affirmative action is taken on those areas outlined in this statement, an annual inventory of progress reports will be compiled by the Administrative Assistant, audited by the Deputy Director or his/her designee and will include the following minimum information:

summary of goals and achievements

restatement of those goals not yet achieved

statement of newly identified problem areas and suggested corrective measures

copies of related reports and

additional reports as required by funding and regulatory agencies.

The Affirmative Action Policy, endorsed by Acadiana Legal Service Corporation, will be considered as an integral part of Corporation policy and will be adhered to on all points as stated.

PART THREE: AFFIRMATIVE ACTION PLAN

I. THE OBJECTIVES OF THE PLAN

The following objectives are sought to be accomplished by Acadiana Legal Service Corporation's Affirmative Action Plan:

A. To formalize practices with regard to procedures for hiring, promotion, transfer, training and all other equal employment opportunities to which each person is entitled.

B. To identify job categories in which minority groups and women are underutilized and possible deficiencies in Acadiana Legal Service Corporation's equal employment practices.

C. To establish workable hiring procedures to correct underemployment and underutilization when identified.

D. To develop affirmative actions to meet the hiring objectives and address any deficiencies as applicable.

E. To establish internal audit procedures to monitor all aspects of the Affirmative Action Plan.

These objectives will assist in establishing an employment profile, with respect to ethnic origin, race, sex, age, and disability in each major job classification that will be used as an approximate standard to examine utilization. Full utilization of minorities and women at all levels of management and operations is the goal the above objectives will achieve, thereby, encouraging a discrimination free, productive work environment.

An integral part of the Plan will be the establishment of time frames that are directed toward implementing changes which comply with Acadiana Legal Service Corporation's affirmative action objectives in a propitious manner.

II. MONITORING, REPORTING AND EVALUATION

A. <u>Supervisory Personnel</u>

The Executive Director will inform all supervisors of the affirmative action plan of Acadiana Legal Service Corporation, and advise them that their performance evaluation must reflect the level of their efforts and results in the implementation of the affirmative action plan in their respective units. It is the responsibility of each supervisor to insure equal opportunity for all employees under his/her supervision in areas of work assignments, selection for training, advancements, salary and other conditions of employment. Supervisors will review regularly the progress of unit staff members to assure that employment practice guidelines are followed. Performance evaluation forms will be revised to include a measure of

affirmative action efforts and results. Any act discrimination by a supervisor will result in disciplinary measures.

B. Plan Evaluations

See Part Two, pages 16 & 17

C. Plan Evaluations

1. The affirmative action policy will be evaluated on an annual basis. The Deputy Director or his/her designee will undertake most matters on an emergency nature that may arise relative to affirmative action for the Corporation. All appeals and related actions will be referred to the Executive Director. The Executive Director will report actions concerning affirmative action to the Executive Committee of the Board of Directors. The Board of Directors' Executive Committee will provide final decision(s) on all affirmative action policies, procedures and changes thereof. Their functions are:

    a. Develop, oversee and evaluate the actions taken by the program to draw women and minority persons into employment and participation in all benefits provided by Acadiana Legal Service Corporation.

    b. Identify problems to be solved by the affirmative action plan; consider and select solutions from available alternatives; develop strategies to solve the problems; establish goals to be accomplished with an appropriate timetable.

    c. Review annual evaluations of the affirmative action plan so that progress may be reported to the full Board of Directors.

    d. Provide upon request to community agencies assistance in designing and monitoring an affirmative action plan.

2. Information to be reported, reviewed and gathered to foster evaluation will include, but not be limited to:

    -Utilization analysis of minorities, women and the disabled

    -Application and selection of minorities, women and the disabled

    -Job descriptions

    -Assessment of interview, test and related selection techniques

    -Examination of applicant rejection ratio to selection ratio

    -Participation in Acadiana Legal Service Corporation's benefits

-Examine possible areas of de facto segregation in terms of assignment, work station, etc.

-Discrimination due to seniority policies and practices

-Examination of Application Forms

-Report on workforce composition including employment profile

-Comparison of key statistical data with Department of Labor Statistical data. Key statistical data that quantifies numerically by race, age, sex, etc.

-Assessment of progress towards completion of stated objectives

Annually Acadiana Legal Service Corporation will review the Affirmative Action Plan and implement changes to correct discrepancies identified, and to reassess the completion of stated objectives.

III. COMPLAINTS

Complaints relative to the composition of or compliance to the affirmative action plan shall be made to the Deputy Director or his/her designee. If a satisfactory settlement is not then accomplished, a direct referral will be made to the Executive Director. The person complaining will be instructed by the Executive Director of the steps to be followed within the Corporation and will be furnished copies of the written complaint procedures. Complaints are then referred to the Executive Committee for final disposition.

A. Complaints

1. Complaints of racial or sex discrimination within the Corporation will be directed to the Deputy Director or his/her designee. Should any personnel action be required, the Deputy Director or his/her designee will refer his/her findings and recommendations to the Executive Director.

2. Procedures: Complaints of discrimination in participation shall be processed in the following manner:

    a. The complainant(s) may contact the Deputy Director or his/her designee to discuss the complaint.

    b. The Deputy Director or his/her designee shall attempt to resolve the complaint by informal means within fifteen (15) calendar days from the receipt of the complaint.

    c. In attempting to resolve a complaint informally, the Deputy Director or his/her designee shall contact all parties including appropriate

supervisors. Reports to the Grievance Committee of the Board of Directors will be through the Executive Director.

d. If the complaint is not resolved, the complainant may appeal to the Executive Director.

e. If the complaint remains unresolved, after referral to the Executive Director, the complainant may appeal to the Executive Committee of the Board of Directors.

B. It is the responsibility of the Executive Director to inform the person(s) making complaints of discrimination based on equal opportunity or appeal procedures and the right to file formal complaints with the Legal Services Corporation and/or federal, state or local agencies having jurisdiction.

IV. Reaffirmation

The Affirmative Action Policy adopted by the Board of Directors of Acadiana Legal Service Corporation was reviewed and reaffirmed on December 12, 2023, to reflect experience, changes in laws and regulations, and a better understanding of effective approach that will ensure equal opportunities for all.

REAFFIRMED:

Date: _____

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Sachida R. Raman
Executive Director

Date: _____

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Susan Kutcher, President
Board of Directors