

ARROWHEAD WEST, INC.

POLICY ON

PERSONNEL RECRUITMENT AND EMPLOYMENT PRACTICES

Arrowhead West, Inc. will make every effort to recruit and employ the most qualified individuals available for all vacant positions. Arrowhead West, Inc. will provide employment opportunities to otherwise qualified applicants without regard to race, color, religion, sex, age, handicap, ancestry, national origin, genetic information or political affiliation. Arrowhead West, Inc. will take affirmative action to ensure that all applicants and employees are treated without regard to these factors.

This affirmative action will include, but not be limited to ensuring non-discriminatory practices regarding recruitment, recruitment advertising, employment, job assignments, training and upgrading promotion, demotion, transfer, layoff, termination, rates of pay, other compensation and benefits, and physical facilities, and to otherwise meet staffing requirements without regard to race, color, religion, sex, age, national origin, ancestry, handicap, genetic information or political affiliation, except where such requirement is a bona fide occupational qualification necessary for proper and efficient administration of delivery of services. Pre-employment physicals are conducted only after conditional offer of employment is made.

The Human Resource Manager will serve as the Affirmative Action Officer, and will be responsible for implementation of the policies and plans of that program.

Arrowhead West, Inc. will consider filling vacancies from within the agency through promotions to qualified staff members where appropriate and when such change actually represents a promotion in terms of responsibility and salary. However, a position vacancy may be advertised in an effort to secure the most qualified person for the position, or if affirmative action deficiencies exist in the agency even though a staff member has applied and meets minimum qualifications. When a position is filled from within the agency, the last vacancy will be advertised. Lateral transfers or transfers to a position with a lower salary range and or less responsibility will be considered only when such change is deemed in the best interest of the agency. In such cases the staff member may experience a reduction in salary or may not receive a merit increase on his or her previous anniversary date of position since such increase would have been related to the position previously held.