



## **Equal Employment Opportunity and Affirmative Action Policy**

Creative Art Works is an Equal Opportunity Employer (EEO) and provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, physical or mental disability, veteran status, uniform service member status, genetics or any other protected class under federal, state, or local law. In addition to federal law requirements, Creative Art Works complies with all applicable state and local laws and related governmental rules and regulations governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

In New York, the following are protected classes: age [18 and over], race, creed, color, national origin, sexual orientation, gender, disability (including use of a guide dog, hearing dog, or service dog), predisposing genetic characteristics, military status, marital status, victims of domestic violence or stalking, and previous conviction of criminal offenses, unless directly related to employment involving an unreasonable risk to property, or to the safety or welfare of specific individuals, or the general public.

The Company is committed to Equal Employment Opportunity and as part of our Affirmative Action Plan we shall:

- Recruit, hire, upgrade, train and promote in all job classifications, without regard to race, sex, color, creed, religion, age, national origin, disability, marital status or sexual orientation in accordance with all applicable laws, directives and regulations of federal, state and city entities;
- Base employment decisions on the principles of Equal Employment Opportunity, and with the intent to further the Company's Affirmative Action commitment;
- Ensure that all terms and conditions of employment such as compensation, benefits, layoff, return from layoff, Company-sponsored training, educational tuition assistance, social and recreation programs, shall be administered without regard to race, sex, color, creed, religion, age, national origin, disability, marital status or sexual orientation in accordance with all applicable laws, directives and regulations federal, state and city authorities;
- Ensure that promotion decisions will be made in accordance with the principles of Equal Employment Opportunity and Affirmative Action by imposing only valid requirements for promotional opportunities;
- Take action to prevent harassment including sexual harassment or intimidation of all employees, particularly those encompassed by the Company's affirmative action efforts.

The Company will vigorously pursue opportunities to recruit and develop job candidates who have the desire and potential for becoming qualified employees through our commitment to affirmative action.

Management performance in this program will be evaluated, as is performance in other company goals.

Jill Goldstein, Office Manager, has been assigned responsibility for the implementation and administration of this policy. She also has been designated to develop and ensure the fulfillment of the Company's Affirmative Action commitment.