



Date: January 3, 2025
Revised: February 6, 2025

To: MEO Employees, Applicants for Employment, Our Suppliers and the Community

Subject: **Equal Employment Opportunity**

It is the policy of Maui Economic Opportunity, Inc. to recruit, hire, train and promote individuals in all job titles without regard to race, color, religion, sex or gender, national origin, age, disability, ancestry, sexual orientation, marital status, military/veteran status, lactation or arrest or court record (except where sex, age or physical or mental condition is a bona fide occupational qualification, or where the arrest and court record has a substantial relationship to the functions of the job).

Employment and promotion decisions will be made in accord with the principles of equal employment opportunity. All personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, company-sponsored training, education, tuition assistance, social and recreational programs will be administered in a nondiscriminatory manner.

The Chief Executive Officer (CEO) of MEO has the overall responsibility for the organization's Equal Opportunity Policy. The Chief Administrative Officer (CAO) shall represent the CEO in all matters related to this Policy.

The CAO, with the assistance of designated staff, is responsible for conducting periodic audits to ensure compliance with organizational policy and state and federal laws regulating equal employment opportunity. Where the need for additional action is indicated, the CAO will recommend corrective measures to managers and supervisors.

Managers and supervisors are accountable for seeing that the Equal Employment Opportunity Policy is carried out in relation to training, assignments, transfers, promotions and other conditions of employment as they apply to employees within their division. Effectiveness in meeting their responsibilities as it relates to this policy will be considered a part of each manager's and supervisor's periodic performance appraisal.

Should you have any questions regarding this policy, please contact me directly.

Sincerely,

Debbie Cabebe, SHRM-SCP
Chief Executive Officer, MEO

The Promise of Community Action

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

