

# **CARF International Equal Employment Opportunity & Affirmative Action Statement of Policy**

It is the policy of CARF International not to discriminate or allow harassment on the basis of disability, protected veteran status, or any other characteristic protected by law with regard to any employment practices affecting employees or applicants, including but not limited to, recruitment, hiring, promotion, transfer, demotion, layoff or recall from layoff, termination, wage and benefit administration, and selection for training or other employment opportunities; provided, if applicable, that the individual is qualified, with or without reasonable accommodation, to perform the essential functions of the job. This policy applies to all jobs at the organization. The organization also takes affirmative action to employ and advance individuals without regard to disability or protected veteran status.

Employment decisions at the organization are based on legitimate job-related criteria. All personnel actions or programs that affect qualified individuals, such as employment, promotion, demotion, transfer, recruitment, advertising, termination, rate of pay or other forms of compensation, and selection for training, are made without discrimination on any basis protected by law. Employees may choose to voluntarily disclose their disability and protected veteran status at any time by contacting Human Resources. Such information will be maintained in a confidential manner and will not be used against an individual when making any employment decisions. Employees and applicants with disabilities and disabled veterans are encouraged to inform Human Resources if they need a reasonable accommodation to perform a job for which they are otherwise qualified. The organization makes, and will continue to make, reasonable accommodation to the known physical or mental limitations of an otherwise qualified applicant or employee to promote the employment of qualified individuals with disabilities and disabled veterans, unless such accommodation would impose an undue hardship on the operations of the organization.

CARF International and its President/Chief Executive Officer are fully committed to the principles of equal employment opportunity and affirmative action and support the successful implementation of the organization's Affirmative Action Programs. CARF's Chief Human Resources Officer is the organization's Affirmative Action Officer and has been appointed with responsibility for implementation of the organization's affirmative action activities. The Affirmative Action Officer has the full support of top management to fully implement this Program. All managers and supervisors will take an active part in the organization's AAP to ensure all qualified employees and prospective employees are treated in a non-discriminatory manner with respect to all employment decisions. Furthermore, CARF International will solicit the cooperation and support of all employees for the organization's Equal Employment Opportunity and Affirmative Action Statement of Policy.

The organization's Affirmative Action Program includes an audit and reporting system, which, among other things, uses metrics and other information to measure the effectiveness of the Program. The Affirmative Action Officer has been assigned responsibility for periodically reviewing progress with compliance and implementation of the organization's affirmative action policy. In accordance with public law, the organization's Affirmative Action Program for qualified individuals with disabilities and the Affirmative Action Program for protected veterans are available for inspection in the Human Resources Department, during regular business hours upon request.

In addition, employees and applicants will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in, or may have engaged in, filing a complaint, assisting or participating in an investigation, compliance review hearing, or other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, and/or any other federal, state or local law or regulation regarding equal employment opportunity, opposing any act or practice made unlawful, or exercising any other right protected by such laws or regulations.

Brian J. Boon, PhD.  
President/Chief Executive Officer  
4/20/2025

If you have any questions regarding this policy, please email [idedrick@carf.org](mailto:idedrick@carf.org).