



Leaders in Placing Americans with Disabilities in Jobs

12.4.2017

POLICY STATEMENT

On behalf of NTI, this is a statement of intention to make all reasonable efforts to live up to its Equal Opportunity policy and Affirmative Action Plan. The Plan has been prepared to accurately reflect the organization's current status, its actions to date, and its intentions for the future. The Executive Director has expressed support for the Affirmative Action policy and assigned overall responsibility for fulfillment of the Equal Employment Opportunity policy and Affirmative Action Plan to the Associate Director, Human Resources, who will periodically conduct analyses of all personnel actions to ensure that the organization is living up to its stated intention.

The management of the organization is responsible for the ongoing monitoring of all personnel actions in their respective areas of supervision, and will carry out the intentions of the Equal Opportunity policy and Affirmative Action Plan to the fullest extent possible.

Employment practices at the organization are non-discriminatory and are based upon factors that are job-related. Factors such as race, color, religion, gender, national origin or ancestry, age, disability, veteran status, military service, sexual orientation, genetic information, or gender identity are not job-related. The Affirmative Action Plan is designed to report and monitor all related procedures that will include, but will not be limited to:

1. Recruiting, hiring, training, and promoting applicants and employees in all job classifications without discrimination;
2. Basing decisions on employment so as to further the principle of equal employment opportunity;
3. Ensuring that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities; and
4. Ensuring that all other personnel actions, such as compensation, benefits, transfers, layoffs, return from layoffs, organization-sponsored training, education, tuition assistance, social and recreational programs, will be administered without discrimination.

Please contact sales@nticentral.org about any business inquiries. We will be happy to work with you to find the right solution for your company

National Telecommuting Institute, Inc.
225 Friend St., Boston, MA 02114

• Telephone (617) 787-4426

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• www.nticentral.org

NTI promises not to retaliate against any person who files a complaint concerning Equal Opportunity or Affirmative Action and will ensure that no one harasses, intimidates, threatens, coerces, or discriminates against any individual exercising rights under this policy.

The Persons with Disabilities and Veterans Affirmative Action Plan is available for inspection in the Human Resources Department during normal business hours. Please contact Human Resources for further information.

(i) PAY TRANSPARENCY NONDISCRIMINATION PROVISION

NTI will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by NTI, or (c) consistent with NTI's legal duty to furnish information. 41 CFR 60-1.35 (c)



Rik Moore
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National Telecommuting Institute, Inc.

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