



Home Office: 47 Walnut Street, Suite 200, Johnstown, PA 15901-1521
Mailing Address: PO Box 462, Johnstown, PA 15907-0462
(814) 254-4817 exedir@abana.org
814 254

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY – POLICY STATEMENT FOR
ABANA EMPLOYEES, CONTRACTORS, SUBCONTRACTORS, NATIONAL CURRICULUM
INSTRUCTORS AND OTHER’S WHOSE DUTIES INCLUDE REPRESENTING ABANA**

ABANA is committed to Affirmative Action, Equal Employment Opportunity, and compliance with all federal and state laws and regulations pertaining to both. ABANA’s policy is to provide equal opportunities in employment, compensation, promotion, and other conditions without regard to race, color, religion, age, sexual preference, national origin, disability, veteran status or marital status. ABANA hires, assigns, upgrades, compensates, and retains employees, instructors, demonstrators and others only on the basis of their qualifications and performance.

Contractors, subcontractors, demonstrators and instructors working for ABANA must adhere to the principles and legal requirements for nondiscrimination and equality in the workplace.

ABANA recognizes that commitment to Affirmative Action and Equal Employment Opportunity goes beyond formal programs. Each employee, contractor, instructor, or other representative has the right to be treated with dignity and respect for individual differences. Likewise, each employee, contractor, instructor, or other representative makes an important contribution to an environment in which equal opportunity is present for all.

ALCOHOL AND SUBSTANCE ABUSE -POLICY STATEMENT

Consumption of alcoholic beverages or possession of opened (seal broken) alcoholic beverage containers, use of, or possession of, or being under the influence of illegal controlled substances or alcohol, drunk driving or reckless driving on ABANA property or on the job is considered a serious infraction and is strictly prohibited. Employees, contractors, instructors, demonstrators or other representatives found in violation of these prohibitions will be subject to disciplinary action, up to and including termination of employment or cancellation of a contract with ABANA.

SEXUAL HARASSMENT OF EMPLOYEES – POLICY STATEMENT

Our policy prohibits sexual harassment in the workplace. It is the intent of ABANA to assure an environment free of all forms of discrimination, including sexual harassment. Sexual harassment will not be tolerated. All allegations will be investigated and the appropriate disciplinary action, up to and including termination of employment or position or cancellation of a contract will be taken. (See booklet available in the ABANA office.)

I have read and been informed about the content, requirements, and expectations of the Sexual Harassment, Discrimination, Safety policies for National Curriculum Instructors with the Artist-Blacksmith’s Association of North America, Inc. (ABANA) or other related safety policies. I have received a copy of these policies and agree to abide by the policy guidelines as a condition of my employment, contractual obligation or other participation including continuing as a National Curriculum Instructor with ABANA.

I understand that if I have questions, at any time, regarding the policies, I will consult with the President of ABANA. (presidnet@abana.org) Please read the policies carefully to ensure that you understand the policies before signing this document.

Signature: _____ Date _____

Print Name: _____