



Equal Employment Opportunity Policy

The Agency is committed to the principles of non-discrimination and equal opportunity in employment and in the delivery of services.

EMPLOYMENT: The Agency is an equal opportunity employer. The Agency, as well as its recipients, subrecipients, and contractors, will not discriminate in employment practices based on race, color, religious creed, ancestry, national origin, age, sex (includes sexual harassment), pregnancy (childbirth or related medical conditions), marital status, sexual orientation (heterosexuality, homosexuality and bisexuality), medical condition (cancer and genetic characteristics), mental or physical disability (includes HIV and AIDS), political affiliation/opinion, Veteran's status, or request for family medical leave. The Agency is committed to ensuring that the work environment of Agency employees and the work environment of employees and volunteers of recipients, subrecipients, and contractors of Agency are free from discrimination, harassment, and retaliation.

DELIVERY OF SERVICES: The Agency, as well as recipients, subrecipients, and contractors, will not discriminate in the delivery of services or benefits based on the above identified bases.

PROCEDURES: The Agency will promote equal opportunity through a continual and progressive Equal Employment Opportunity Program (EEO). The objective of the program is to ensure nondiscrimination in all areas of employment (e.g., recruitment, hiring, promotions, and training), and in the delivery of services and benefits. Please direct all inquiries regarding the application of Federal and State employment law to the EEO/Human Resources Office.

If an Agency employee becomes aware of a complaint alleging discrimination involving the employees, applicants, volunteers, contractors, beneficiaries, or potential beneficiaries of any Agency recipient or subrecipient, the staff must immediately notify the EEO/Human Resources Office. The EEO/Human Resources Office will follow-up with the complainant to determine the next appropriate step.

To achieve the goals of the Agency's EEO Program, it is necessary that all members of Agency understand the importance of the program and their responsibility to contribute toward its achievement. The concepts of equal opportunity and nondiscrimination are based on the idea that all people will be treated fairly and equitably.

The Agency will disseminate this policy to all staff annually.



EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT OF THE

EQUAL EMPLOYMENT OPPORTUNITY POLICY

EMPLOYMENT: This Agency is an equal opportunity employer. The Agency, as well as its recipients, subrecipients, and contractors, will not discriminate in employment practices based on race, color, religious creed, ancestry, national origin, age, sex (includes sexual harassment) pregnancy (childbirth or related medical conditions), marital status, sexual orientation (heterosexuality, homosexuality and bisexuality), medical condition (cancer and genetic characteristics), mental or physical disability (includes HIV and AIDS), political affiliation/opinion, Veteran's status, or request for family medical leave. The Agency is committed to ensuring that the work environment of the Agency's employees and the work environment of employees and volunteers of recipients, subrecipients, and contractors of the Agency are free from discrimination, harassment, and retaliation.

DELIVERY OF SERVICES: The Agency, as well as recipients, subrecipients, and contractors, will not discriminate in the delivery of services or benefits based on the above identified bases.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

I understand the following:

- 1.) All employees of Agency and all employees, volunteers, clients, and beneficiaries of Agency's recipients, subrecipients, and contractors have the right to an environment free from unlawful discriminatory practices, including sexual harassment;
- 2.) I have a responsibility not to engage in behavior that constitutes discrimination, harassment, or retaliation;
- 3.) I am to act professionally, courteously, and responsibly at all times while performing my duties as a State employee;
- 4.) If I believe I have been subjected to discrimination or that I witnessed discrimination, I have a responsibility to report the discriminatory activity immediately to the appropriate supervisor or the EEO/Human Resources Office to provide all relevant information;
- 5.) If I am made aware of any allegations of discrimination against an Agency's beneficiary, recipient, subrecipient, or contractor, or against the employees, volunteers, clients, or beneficiaries of Agency's recipients, subrecipients, or contractors, I have a responsibility to report the alleged discriminatory activity immediately to the Agency's EEO Office; and
- 6.) If I have been found to be in violation of this policy, I will be subject to appropriate adverse action.

My signature below acknowledges that I have received and read the Equal Employment Opportunity Policy for the Agency.

(Employee Signature)

(Date)

(Print Name)

(Title)