

**Governor's Office of Homeland Security
and Emergency Preparedness
State of Louisiana**

JOHN BEL EDWARDS
GOVERNOR




JAMES B. WASKOM
DIRECTOR

**Equal Employment and Affirmative Action Policy
Policy Number: HR-0011**

Issue Date: November 1, 2007
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Approval:


James B. Waskom, Director

I. POLICY:

It is the policy of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) that there will be no discrimination based on race, color, religion, sex, sexual orientation, gender identity, pregnancy, national origin, political affiliation, age, disability, veteran status, protected activity (such as opposition to prohibited discrimination or participation in the statutory complaint process) or any other basis prohibited by law or action including, but not limited to, recruiting, selection, hiring, placement, training, employee discipline, employee evaluation, seniority, transfers, promotion, layoff, or termination.

II. PURPOSE:

To ensure that all individuals are provided equitable employment and promotional opportunities.

III. APPLICABILITY:

This policy shall be applicable to all employees of GOHSEP and is further applicable to all persons seeking employment with the Agency; all persons or organizations seeking contracts or agreements; and to all persons, organizations, or employees (both public and private) seeking services from the Agency.

IV. PROCEDURES:

GOHSEP will take affirmative action to ensure that the following is implemented at all levels of administration:

1. Recruit, hire, place, train, and promote in all job classifications without regard to non-merit factors, such as race, color, religion, sex, sexual orientation, gender identity, pregnancy, national origin, political affiliation, age, disability, veteran status, protected activity (such as opposition to prohibited discrimination or participation in the statutory complaint process) or any other basis prohibited by law except where sex is a bonfire occupational qualification.
2. Identify and utilize existing talent and potential through upgrading and promoting present employees. All promotions will be based only valid equal employment promotional requirements.
3. Base decisions on employment so as to future the principle of equal employment opportunity.
4. Ensure that all personnel actions, such as compensation, benefits, transfers, education, tuition assistance, social and recreation programs are administered without regard to race, color, religion, sex, sexual orientation, gender identity, pregnancy, national origin, political affiliation, age, disability, veteran status, protected activity (such as opposition to prohibited discrimination or participation in the statutory complaint process) or any other basis prohibited by law or any other non-merit factor.
5. Administer all salaries, wages, insurance programs, and other benefits in conformance with this policy.

V. DEFINITION:

To assure operation under a continuous affirmative concept of equal employment within GOHSEP. This concept provides that employment decisions be made for all persons regardless of race, color, religion, sex, sexual orientation, gender identity, pregnancy, national origin, political affiliation, age, disability, veteran status, protected activity (such as opposition to prohibited discrimination or participation in the statutory complaint process) or any other basis prohibited by law or any other non-merit factor. All persons are to be recruited, selected, placed, compensated, and otherwise treated during employment without regard to any of the prohibited factors.

VI. RESPONSIBILITY:

All employees are responsible for complying with all aspects of this policy.

Human Resources Office is responsible for:

Continuing to coordinate equal employment and affirmative action efforts and being available to all employees to discuss any aspect of our activities in this area.

Serving as liaison between the agency and the enforcement agency.

Keeping agency administrators, supervisors, and other personnel apprised of EEO developments.

Informing agency personnel of internal EEO grievance/complaint procedures.

Providing for informal discussions of grievances/complaints in an effort to resolve problems prior to the filling of a formal complaint.

Upon becoming aware of an allegation of discrimination, the Office of Human Resources shall immediately apprise the Director of the situation.

Monitoring hires, promotion, merit increases, etc. to ensure conformance with Affirmative Action laws and regulations.

Assuring that postings of vacancies are equally accessible to all.

Assuring that each new employee is made aware of this policy and its contents in the orientation process.

VII. ENABLING LEGISLATION:

The Civil Rights Act of 1964, Title VII, as amended by the Equal Employment Act of 1972, as amended by the Pregnancy Disability Act of 1978; The Age Discrimination in Employment Act of 1967, as amended in 1974 and 1978; The Equal Pay Act of 1963, as amended in 1974; the Vocational Rehabilitation Act of 1973, as amended; The Vietnam Era Veterans Readjustment/Assistance Act of 1974; Executive Order 11246; Executive Order 11375; The Civil Rights Act of 1991; The Americans with Disabilities Act; Constitution of the State of Louisiana, Article X; Age Discrimination in Employment, R.S. 23:972; Discrimination in employment on account of Race, Color, Religion, Sex or National Origin, R.S. 23:1006 (Act 709 of 1983); Civil Rights For Handicapped Persons, R.S. 46:2254; and Civil Service Rule 3.1(r); Executive Order No. JBE 2016-11.

VIII. EXCEPTIONS:

There will be no exceptions to this policy.

IX. QUESTIONS:

Questions regarding this policy should be directed to Human Resources Office.

X. VIOLATIONS:

Employees found to have violated this policy may be subject to disciplinary action up to and including termination.