

NORTH CAROLINA DEPARTMENT OF COMMERCE		POLICY # HR 32
Title: Equal Employment Opportunity		
Effective Date: July 1997 Revisions: 5/08 2/09	Administering Authority: Human Resources Dir.	
Statutory Authority (if applicable): G.S. 126		

Purpose: To ensure that the Department of Commerce will provide equal employment opportunities for all persons regardless of race, color, national origin, creed, religion, sex, age, disability, disabling condition, or political affiliation.

Policy:

The Department of Commerce emphatically states that it will provide equal employment opportunities for all persons regardless of race, color, national origin, creed, religion, sex, age, disability, disabling condition, or political affiliation, except where religion, sex or age are bona fide job related employment requirements. This is in keeping with Title VII of the Civil Rights Act of 1964 as amended, Executive Order 11246, the Rehabilitation Act of 1973, the Civil Rights Act Restoration and other applicable Federal and State laws.

In furtherance of this policy, the Department of Commerce prohibits retaliatory action of any kind taken by any employee of the Department of Commerce against any other employee or applicant for employment because that person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

To ensure that equal employment opportunity exists throughout the agency, a results oriented program will be implemented to overcome the effects of past discrimination and to eliminate any artificial barriers to employment opportunities for all qualified individuals that may exist in any of our programs.

This program shall insure greater utilization of all persons by identifying the underutilized groups in the workforce and making special efforts to increase their participation in recruitment, selection, training and development, upward mobility programs and any other term, condition, or privilege of employment.

The Department of Commerce and its various divisions/commissions shall abide by the following:

- Recruit, hire, train and promote persons in all job classifications without regard to race, color, sex, religion, national origin, age, political affiliation, disabling condition, sexual orientation or disability;
- Base hiring and promotion decisions upon valid requirements and criteria, which are related, and necessary to perform the work;
- Provide, when necessary, reasonable accommodations to applicants' and employees' disabilities when doing so will enable them to successfully perform job duties or benefit from training;
- Administer all personnel actions including compensation, benefits, tuition assistance, training, transfers, reductions in force, terminations and promotions objectively without regard to race, color, religion, sex, creed, national origin, age, political affiliation, disability, performance

- management, sexual orientation, disciplinary and grievance procedures;
- Prohibit retaliatory actions against employees or applicants for employment who make a charge of employment discrimination, testify, assist or participate, in any manner, in a hearing, proceeding or investigation of employment discrimination.
 - Assure a work environment free from discrimination and harassment.

Any grievance concerning discrimination based upon sexual orientation may be processed by the internal grievance procedures only.

The Unlawful Workplace Harassment Policy approved February 1999, is to be considered a part of this plan.

Goals and timetables shall be established to reduce and eliminate the underutilization of all groups through the equal opportunity plan and program. Responsibility for the development of this plan and program is hereby assigned to the EEO Officer. However, responsibility for the implementation of and compliance with this plan and program will be shared by all managers and supervisors. The equal employment opportunity program will be evaluated and monitored continuously. Periodic reports on the progress of this program will be presented to the Department of Commerce by the EEO Officer.