

HOME/HTF Affordable Housing Development Grant Administration Manual

Tools and Resources

Sample Equal Employment Opportunity (EEO) Policy

PURPOSE

To provide equal employment opportunity in direct employment with (*Name of HOME/HTF grantee*).

POLICY

It is the policy of (*Name of Grantee*) to provide equal opportunity to all of its employees and applicants for employment and to assure that there shall be no discrimination against any person on the basis of race, color, religion, creed, national origin, sex, age, physical or mental handicap, marital status or political beliefs unless related to a bona fide occupational requirement.

To this end, (*Name of Grantee*) will take affirmative actions to equalize opportunity for employment at all levels of operation for those classes of people who have traditionally been denied equal opportunity - minority group members, women, and the handicapped; and (*Name of Grantee*) recognizes an obligation to make reasonable accommodations to the known physical or mental limitations of an otherwise qualified handicapped applicant or employee unless the accommodation imposes an undue hardship.

All applicants for employment with (*Name of Grantee*) will be recruited from the reasonably available labor market and evaluated on each person's individual qualifications and abilities.

All (*Name of Grantee*) employees shall be afforded equal employment opportunity during their terms of employment, and are guaranteed protection against retaliation for exercising any legal or administrative procedures to secure rights to equal employment opportunity or testifying on behalf of someone else doing so.

Adoption of this document reaffirms (*Name of Grantee*)'s policy of nondiscrimination in employment, including but not limited to the following:

- recruitment
- selection
- placement
- testing
- training
- promotion
- transfer
- discipline
- demotion
- layoff and termination

All supervisory personnel are responsible for and shall be committed to achieving and promoting equal employment opportunity with (*Name of Grantee*) and for implementing this equal employment opportunity policy.

ASSIGNMENT OF RESPONSIBILITY

Primary responsibility for the development, implementation and maintenance of procedures in accordance with this equal employment opportunity policy is assigned to (Name and title of appointee), who will serve as the equal opportunity officer and will conduct periodic reviews of (Name of Grantee)'s personnel action to ensure that the policy of equal opportunity is being adhered to and will hold quarterly equal opportunity meetings with the (Chairperson and all supervisors) to apprise them of progress and of any developing problems for which remedial action would be appropriate.

The (Governing Board) hereby directs all employees of (Name of Grantee) engaged in any phase of employment, including but not limited to the following:

- recruitment
- selection
- placement
- testing
- training
- promotion
- transfer
- discipline
- demotion
- layoff and termination

to take appropriate steps to ensure that employment opportunities with (Name of Grantee) are offered on an equal basis to all without regard to race, color, sex, creed, religion, national origin, age, physical or mental handicap, marital status, or political beliefs unless such distinction is a bona fide occupational qualification.

IMPLEMENTATION

The (Name of Grantee) will implement this policy and Title VII of the Civil Rights Act of 1964, by means of the Equal Employment Program outlined below. This program is drawn to the specifications and standards established by Presidential Executive Orders 11246 and 11375, which are described in Part 60-2 of the *Code of Federal Regulations* (issued by the Office of Federal Contract Compliance, U.S. Department of Labor) and the *Montana Human Rights Act* (Title 49 MCA).

This policy shall be comprehensive in its range. (Name of Grantee) shall make good faith efforts to implement this policy. Procedures adopted will include, at a minimum:

- evaluate all current employment practices for evidence of discriminatory effect. Where such practices are found to be discriminatory in their effect, they shall be modified so as to excise any discriminatory effect;
- remedy any unwarranted instances of under-utilization of women, minorities, and other individuals who have traditionally been the victims of discrimination;
- develop training and upgrading procedures which will ensure full consideration for those classes of people who have traditionally been denied equal opportunity -- minority group members, women, and the handicapped -- in any future employment opportunities with (Name of Grantee);
- seek out those who have been denied equal opportunity as applicants whenever vacancies occur;

- disseminate the substance of this policy on a continual basis through written notice to all employees, recruitment sources and other interested persons and organizations;
- provide equal pay for equal work;
- apprise all contractors and subcontractors of their affirmative action responsibilities in all contracts awarded by this jurisdiction;
- ensure compliance with all applicable federal and state equal employment requirements;
- include the following clause in all vacancy announcements:

We are an Equal Opportunity Employer.

- provide assistance to members of protected groups in completing applications;
- provide assistance to individuals needing help in meeting training and educational qualifications for job vacancies whenever possible;
- apprise all employment referral agencies of the substance of this policy in order to facilitate referral of qualified minorities, women and handicapped individuals;
- post EEO posters in conspicuous places on (Name of Grantee) premises;
- instruct all supervisory personnel in the required procedures following an EEO complaint;
- inform all supervisory personnel of their duties and responsibilities with respect to equal employment opportunity; and
- inform all employees of (Name of Grantee)’s commitment to equal employment opportunity and of their rights and remedies under the law.

EFFECTIVE DATE

This policy shall take effect upon affirmative vote of the (Governing Board).

Signature _____

Title _____

Date _____