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POLICY: EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION  
SECTION: PERSONNEL

POLICY #: 203  
EFFECTIVE: 12/08/2011  
HISTORY: 11/25/1986

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### **PURPOSE**

The purpose of this policy is to define CSU Fullerton Auxiliary Services Corporation's (ASC's) plan to continue to provide equal employment opportunities to all job applicants and to all employees, to outline affirmative action responsibilities, and the responsibilities of management and of the equal employment/human resources department.

### **SCOPE**

This policy applies without exception to all job applicants and to all employees of ASC.

### **POLICY**

It is the intent of ASC to (1) provide equal employment opportunities to all job applicants and employees; (2) administer recruiting, hiring, compensation and benefit practices, training, upgrading and promotion procedures, transfers and termination of employment without discrimination because of race, religion, color, sex, age, marital status, national origin, citizenship, physical or mental disability, or veteran status with regard to any position or employment for which the applicant or employee is qualified; (3) provide a workplace free from harassment based on any of the foregoing factors; and (4) encourage the hiring of minorities, women, disabled individuals, Vietnam era veterans, and disabled veterans.

ASC will make reasonable accommodation for qualified applicants or employees with physical and mental limitations, where an accommodation would enable the individual to perform essential job functions, unless it would impose undue hardship or present an undue risk to the health and safety of the individual or other employees.

Failure to comply with federal and state regulations as they relate to equal employment could lessen our competitive market position and could lead to unnecessary litigation. It is clearly good business and employee relations practice and therefore becomes each manager's responsibility to ensure that our policy is understood and followed by all employees throughout ASC.

### **OBJECTIVE**

ASC's long-term objective is to achieve in our work force full utilization of minorities and women in all job categories within respective labor market areas in which our facilities operate and recruit and to encourage full participation by qualified disabled persons in our work force.

## **HUMAN RESOURCES RESPONSIBILITY**

The ASC Human Resources department, through the following primary responsibilities, assists management in implementing the ASC's Equal Employment Opportunity Policy;

- Reviews and develops policy statements for compliance with federal and state regulations concerning equal employment.
- Develops internal and external communications for ASC's affirmative action programs.
- Coordinates all ASC responses during a complaint investigation and all staff activities within the conciliation process.
- Assists managers in the identification of potential EEO problems areas and in finding ways to solve these problems.
- Designs and implements audit reporting systems that will
  - measure effectiveness of our programs;
  - indicate need for remedial action; and
  - determine the degree to which our goals and objectives have been reached.
- Serves as liaison to enforcement agencies, industry groups, minority organizations, women's groups and community-action agencies concerned with equal employment opportunities for minorities, women, disabled individuals and veterans. Human resources personnel are expected to develop and maintain liaison contact with these groups at the local level.
- Layoffs, terminations, downgrades and recalls from layoffs will be made without regard to race, color, creed, religion, ancestry, national origin, age, handicap, sex, marital status, sexual preference or political affiliation and full consideration will be given to the employment of qualified disabled or handicapped persons.
- Reviews job classifications where few minority persons or women are presently employed and seek to determine the cause for such deficiency. Affirmative commitments will be undertaken to remedy the underutilization of minority or female employees in any of these job classifications. Placement, promotion and transfer activities at all levels will be monitored to assure that full consideration, as required by ASC policy, has been given to all qualified minority group and female employees.
- There will be no disparity in the compensation received by minority group employees and other employees for performing equivalent duties, and opportunities for performing overtime work or otherwise earning increased compensation will be afforded without discrimination to all employees. No disparity as to compensation received by male or female employees will be tolerated

### **MANAGEMENT RESPONSIBILITY**

All managers will be held accountable for achieving affirmative action goals in the same way they are responsible for meeting other company management objectives. The following actions are required to ensure continuing implementation of ASC's Equal Employment Opportunity Policy:

- Continued compliance with all legal requirements for equal employment and affirmative action, including development of an annual affirmative action plan.
- Prompt notification to the Human Resources department regarding all compliance reviews and discrimination complaints. Responses to external agencies must be handled in prompt manner and must be reviewed by the Human Resources department prior to distribution.
- Continued improvement in the implementation of affirmative action programs encompass the establishment of specific goals; active recruitment of minorities and women; and upgrading and training of minorities, women, disabled employees, employees who are veterans of the Vietnam Era, and disabled veterans.

### **APPROVAL**

Approved by the ASC Board of Directors on 12/08/11, effective immediately.