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ARIZONA DEPARTMENT OF VETERANS' SERVICES

2009 Equal Opportunity Employment Policy Statement

In recognition of its legal and moral obligations, the Arizona Department of Veterans' Services hereby commits itself to a policy of nondiscrimination as follows:

1. All personnel transactions shall be upon merit without regard to race, color, sex, sexual orientation, religion, national origin, age, veteran status, disability status (except when any of these factors is an existing bona fide occupational qualification). To determine the qualifications of veterans, only that portion of their military record, including discharge papers, which is relevant to the job for which the veteran is being considered, should be used.

2. All Arizona Department of Veterans' Services management personnel shall actively support recruitment and career development programs to ensure equitable representation of minorities, females, youth, seniors, LBGT and individuals with disabilities, special disabled veterans and Vietnam Era veterans in all job categories and pay grades.

3. The Arizona Department of Veterans' Services will incorporate reasonable accommodation personnel practices in order to facilitate the employment and advancement of qualified special disabled veterans and disabled persons. Reasonable accommodations will be provided to otherwise qualified applicants or employees with disabilities, unless the accommodation would impose an undue hardship on the operation of the Department or would impose a direct threat to the health or safety of the individual or others in the workplace.

4. The Arizona Department of Veterans' Services shall not discriminate against any qualified employee or applicant for employment because he or she is a person with a disability, a disabled veteran or a Vietnam Era veteran. Equal Opportunity applies to such employment practices as hiring, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay or other forms of

compensation, selection for training, job assignments, accessibility, working conditions and special duty details.

5. Harassment on the basis of sex is a violation of Federal and State employment discrimination laws, and harassment on the basis of sex or sexual orientation will not be tolerated in the workplace. The Arizona Department of Veterans' Services shall not tolerate discrimination in the agency as it creates an intimidating, degenerating, hostile and offensive working environment. Persons harassing and/or condoning harassment of others will be dealt with swiftly and vigorously by disciplinary action up to and including termination. Each employee has an affirmative duty to maintain a workplace free of harassment, intimidation, discrimination, and retaliation.

6. The Department will post the Equal Opportunity Policy throughout departmental facilities.

7. All written bid announcements, request for proposals, employment announcements, requests for applications, program brochures, literature and general solicitations shall include the phrase:

   "AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY"

The Arizona Department of Veterans' Services is committed to providing equal opportunity in the employment and advancement of qualified females, minorities, individuals with disabilities, special disabled veterans, and Vietnam Era veterans at all levels of employment.

As Director of the Arizona Department of Veterans' Services, I am committed to the principles of Equal Employment Opportunity. To ensure the dissemination and implementation of the Equal Opportunity Program throughout all levels of the Department, Michelle Cummins, Human Resources Manager, shall serve as the Equal Opportunity Administrator for the Arizona Department of Veterans' Services.

All Divisions and management personnel shall actively support recruitment and career development programs to ensure equitable representation of females, minorities, and individuals with disabilities, special disabled veterans and Vietnam Era veterans in all job categories.

This policy is accessible to employees on www.azdvs.gov or through postings within each Arizona Department of Veterans' Services facility.

Director's Signature

1/30/09
Date