

# Affirmative Action Plan

## **Women and Minorities**

### **A. INTRODUCTION**

Indiana state government's affirmative action goals are to ensure our workforce reflects the demographics of the state and that discrimination does not exist in the work environment as defined under Indiana Code Section 4-15-12.

This Affirmative Action Plan ("AAP") is designed to fulfill the Indiana State Personnel Department's (the "Agency's") equal employment opportunity/affirmative action responsibilities under Executive Order 11246, as amended, and the implementing rules and regulations of the Secretary of Labor and the State of Indiana. A separate AAP for individuals with disabilities, disabled veterans, veterans of the Vietnam Era, and other eligible veterans is also developed and revisited on an annual basis.

The Agency is committed to the affirmative action program. The goal is to prevent the elimination or underutilization in our workforce of members of any group on the basis of race or color, religion, nationality, age, gender, or disability.

The Agency annually establishes an AAP or policy statement and Organizational Profile. The AAP documents the Agency's efforts to hire, promote, and maintain a diverse workforce in accordance with the Governor's Affirmative Action Policy Statement. All employees are expected to comply with this policy. All Agency staff who are responsible for meeting business objectives are expected to fully cooperate.

#### **Program Terminology**

The terms "utilization analysis," "underutilization," and "problem area," appearing in this AAP are terms the Agency is required to use herein by federal government regulations. The criteria used in relation to these terms are those specified by the federal government. These terms have no independent legal or factual significance. Although we use the terms in good faith in connection with the AAP, such usage does not necessarily signify the Agency agrees these terms are properly applied to any particular factual situation.

The Agency is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, veteran status, sexual orientation, or gender identity. Accordingly, the term "goal", whenever used in this plan, is expressly NOT intended to allow discrimination against or grant a preference for any applicant or employee. This Affirmative Action Program and the "AAP" are not intended to create any rights in any person or entity.

#### **Reliance on EEOC's Guidelines on Affirmative Action**

Although the Agency has no reason to believe any violation of Title VII of the 1964 Civil Rights Act has occurred, the Agency has developed this AAP in accordance with and in reliance upon the EEOC's Guidelines on Affirmative Action, 29 C.F.R. §1608.

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### **B. EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION POLICY**

The Agency is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, veteran status, sexual orientation, or gender identity. This policy relates to all phases of employment, including, but not limited to, recruitment, employment, placement, reclassification, upgrade, demotion, transfer, reduction of work force, layoff, termination, selection for training, rates of pay or other forms of compensation, the use of all facilities, and participation in all Agency-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity, or age limitations will be adhered to by the Agency if/where appropriate.

As part of the Agency's equal employment opportunity efforts, the Agency takes steps to ensure qualified minority group individuals and females are recruited and hired into our work force and considered for promotion as promotional opportunities arise.

Employees and applicants shall not be subjected to harassment or intimidation because they are members of a protected group or because they have: (1) filed a complaint; (2) assisted or participated in any investigation, compliance review, hearing, or any other activity related to the administration of any federal or state law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal or state law requiring equal opportunity; or (4) exercised any other legal right protected by federal or state law requiring equal opportunity.

The importance of this policy should be periodically brought to the attention of all supervision levels. It is the responsibility of the Agency's Human Resource Director(s), Management Director(s), Recruitment Partner(s), and each department manager, supervisor, and all levels of supervision in the Agency to ensure effective implementation of this policy to prevent discrimination in employment. All employees are made aware of this policy during new employee on-boarding or orientation and are expected to cooperate with its implementation. Violation of this policy is subject to disciplinary action.

Written notice of the Agency's policy statement is posted and maintained in an area accessible to Agency employees.

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