LOUISIANA HOUSING CORPORATION		
Policy Number 4	**Policy Name** EQUAL EMPLOYMENT OPPORTUNITY	**Original Effective Date** July 1, 2012
Issuing Department Human Resources	**Revision Dates** September 17, 2021	
Contact Human Resources	**Signature**	
Appointing Authority Bradley R. Sweazy, Interim Executive Director	**Signature**	

I. Objective

The Louisiana Housing Corporation (LHC) is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to invoke these principles and mandates. LHC prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. LHC conforms to the spirit as well as to the letter of all applicable laws and regulations.

II. Applicability

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between the LHC and its employees, including:

- Recruitment.
- Employment.
- Promotion.
- Transfer.
- Training.
- Working conditions.
- Wages and salary administration.
- Employee benefits and application of policies.

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies, and any other persons or firms doing business for or with LHC.

III. Policy

The Louisiana Housing Corporation is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination against any applicant or employee based on any legally recognized basis, including, but not limited to: race, color, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, gender identity, age (40 and over), national origin or ancestry, citizenship status, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status or any other status protected by federal, state or local law.

Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

IV. Procedure

LHC administers our EEO policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Advertising that we are an equal opportunity employer on all job postings.
- Posting all required job openings with the appropriate state agencies.
- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies, or participates in an EEO agency proceeding.
- Requires employees to report to a member of management, any member of HR, or the Executive Counsel any apparent discrimination or harassment. The report should be made within 48 hours of the incident.

V. Harassment

Harassment is a form of unlawful discrimination and violates LHC policy. Harassment includes unwelcome conduct that is based on race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Harassment becomes unlawful where:

- Enduring the offensive conduct becomes a condition of continued employment, or
- The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

LHC encourages employees to report all incidents of harassment to a member of management or the HR department. LHC conducts sexual harassment prevention training for all employees and maintains and enforces a separate policy *(Policy 8, Sexual Harassment and Policy 34, Harassment and Workplace Violence)* on harassment prevention, complaint procedures, and penalties for violations. The LHC investigates all complaints of harassment promptly and fairly, and, when appropriate, takes immediate corrective action to stop the harassment and prevent it from recurring.

VI. Violations.

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. LHC will promptly, thoroughly, and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.

VII. Questions.

Questions regarding this policy should be directed to Human Resources.