

LOUISIANA HOUSING CORPORATION

POLICY NO. 4

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITIES ACT

I. POLICY

The Louisiana Housing Corporation does not discriminate on the basis of race, color, sex, national origin, age, religion, or disability in the employment or the provision of services. It provides, on request, reasonable accommodation, including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in all services, programs, and activities.

II. PURPOSE

To ensure that all individuals are provided equitable employment and promotional opportunities.

III. APPLICABILITY

This policy shall be applicable to all employees of the Corporation, all persons seeking employment with the Corporation, all persons or organizations seeking contracts or agreements, and, all persons, organizations, or employees (both public and private) seeking services from the Corporation.

IV. RESPONSIBILITY

1. The Appointing Authority will be responsible for:
 - a. Acting in a manner which will ensure quality of opportunity at the Corporation
 - b. Holding accountable the supervisors under his/her supervision for adhering to all aspects of this policy.
 - c. Assuring the participation of all employees under his/her supervision (directly or indirectly) in all programs provided to educate employees regarding the employment policy.
2. Supervisors shall be responsible for:
 - a. Assuring that each employee, current and new, is made aware of this policy and its contents as well as any forthcoming revisions.
 - b. Informing each employee that he/she must abide by the terms of the policy as a condition of employment.
 - c. Informing each employee, current and new, of the consequences of any violation of this policy.

- d. Insuring that discretionary judgment is used to implement this policy and refrain from employment tactics designed to circumvent the goals and intent of this policy.
 - e. Immediately bringing violations to the attention of the Appointing Authority and handling the violation in a fair and consistent manner.
 - f. Providing for informal discussions of grievances and complaints in an effort to resolve problems prior to the filing of a formal complaint.
 - g. Monitoring the effectiveness of and assuring compliance with the employment policy.
3. Employees are responsible for:
- a. Adhering to the stipulations as outlined in this policy.
 - b. Complying with all aspects of this policy and immediately bringing violations to the attention of a supervisor.

V. EXCLUSIONS

There will be no exceptions to this policy.

VI. QUESTIONS

Questions regarding this policy should be directed to the Corporation's General Counsel.

VII. VIOLATIONS

Employees found to have violated this policy may be subject to disciplinary action.

AFFIRMATIVE ACTION POLICY STATEMENT

The Louisiana Housing Corporation reaffirms its policy for Equal Employment Opportunity (EEO) by hereby stating that no person shall, on the basis of race, color, religion, sex, age, national origin, handicap, veterans' status or any other non-merit factor, be discriminated against in any employment practice. The Corporation is committed to this policy because it is our belief that it is morally right, it is good personnel management, and it is legally required by Title VI of the Civil Rights Act of 1964, as amended, by the Equal Employment Opportunity Act of 1972, Executive Order 11246, as amended by Executive Order 11375, the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974.

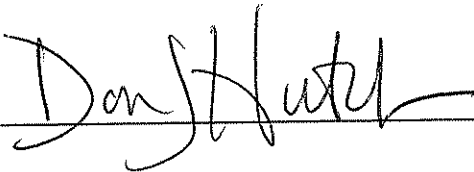
This Corporation will take affirmative action to ensure that the following will be implemented at all levels of administration:

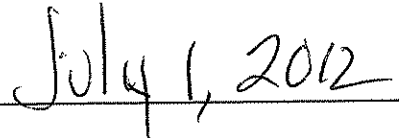
1. Recruit, hire, place, train, and promote in all job classifications without regard to non-merit factors, such as race, color, age, religion, sex, national origin, handicap or veterans' status, except where sex is a bonafide occupational qualification.

2. Identify and use existing talent and potential through upgrading and promotion of present employees. All promotions will be based only on valid equal employment promotional requirements.
3. Base decisions on employment so as to further the principles of equal employment opportunity.
4. Ensure that all personnel actions, such as compensation, benefits, transfers, layoffs, recall from layoffs, education, tuition assistance, social and recreation programs be administered without regard to race, color, religion, sex, age, national origin, handicap, veterans' status or any other non-merit factor.
5. With regard to Policy 8, all employees are encouraged to read the policy, become familiar with the prohibited conduct mention in Section V., and by taking the appropriate action mentioned in Section VI. to properly report any sexual harassment to management.

All personnel of the Louisiana Housing Corporation with any responsibility for recruitment, appointment, placement, evaluation, training or any other aspect of personnel management are charged with the responsibility of seeing that this policy is successfully implemented by giving it full support through active cooperation and personal example. All such persons shall be evaluated on the basis of their equal employment efforts and results in addition to the usual standards of performance. Persons who fail to adhere to the Equal Employment Opportunity Policy are subject to administrative disciplinary actions. The Corporation will periodically analyze its personnel actions to ensure compliance with this policy.

Approved by:




Date

AGENCIES WITH WHOM EMPLOYEES MAY FILE APPEALS:

FOR VIOLATIONS OF:

The Equal Pay Act and Age Discrimination in Employment

NOTIFY:

EEOC District Office
701 Loyola Avenue Suite 600
New Orleans, LA 70113-9936
(504) 589-2329 (Voice)
(504) 589-2958 (TDD)
(504) 589-6861 (FAX)

Or

U.S. Department of Labor
Employment Standards Administration
200 Constitution Avenue, N.W.

Washington D.C. 20210
(202) 523-9368 (Voice)

FOR VIOLATIONS OF:

Title VI of the Civil Rights Act Section 504 of the Rehabilitation Act
1990 Americans with Disability Act
Title VII of the Civil Rights Act

NOTIFY:

EEOC District Office
701 Loyola Avenue Suite 600
New Orleans, LA 70113-9936
(504) 589-2329 (Voice)
(504) 589-2958 (TDD)
(504) 589-6861 (FAX)

Or

EEOC
1801 L. Street N.W.
Washington, D.C. 20507
Toll Free 800-800-3302 (TDD)
Toll Free 800-800-EEOC (Voice)

FOR VIOLATIONS OF:

Executive Orders 11246 and 11375
Section 503 of the Rehabilitation Act
Section 402 of the Vietnam Era Veterans Readjustment Assistant Act

NOTIFY:

Office of Federal Contract Compliance Programs
U.S. Department of Labor
701 Loyola Avenue Room 13029
(504) 589-6575 (Voice)

or

Office of Federal Contract Compliance Programs
U.S. Department of Labor
Employment Standards Administration
200 Constitution Avenue, N.W.
Washington, D.C. 20210
(202) 523-9368 (Voice)