325: Equal Employment Opportunity

300: Human Resources · https://milo.masseyservices.com/docs/325-equal-employment-opportunity/

Section: Human Resources
Subject: Equal Employment Opportunity
Approved by: Eddie Faircloth
Effective Date: 9 October 2020
Last Reviewed Date: 9 October 2020
Policy Owner: Director of Human Resources

Policy

Scope: All Employees

A philosophy has been voluntarily established by the Company to further its policy of Equal Employment Opportunity. It is the intent of this policy to reaffirm the Company's long-standing philosophy regarding equal opportunity employment and to adhere to all appropriate regulatory requirements. In carrying out this responsibility, the Company will:

1. Recruit, hire and promote for/from all job classifications without regard to sex, race, color, creed, national origin, age, disability, religion, citizenship, veteran or marital status. (Except where sex or age is a bonafide occupational qualification.)
2. Base decisions of employment solely upon an individual's qualifications for the position available.
3. Make promotional decisions based on the individual's qualifications as related to the position for which he or she is being considered.
4. Ensure that all other personnel actions such as compensation, benefits, transfers, layoffs, returns from layoff, Company sponsored training, social and recreational programs will be administered without regard to sex, race, color, creed, national origin, age, disability, religion, citizenship, veteran or marital status. (Except where sex or age is a bonafide occupational qualification.)
5. The successful achievement of a nondiscriminatory employment program requires maximum cooperation between management and employees. In fulfilling its part in this cooperative effort,

management is obligated to lead the way by establishing and implementing procedures and practices which will ensure our objective, namely equitable employment opportunity for all.

Responsibility

1. The responsibility for administering and complying with this policy has been delegated to:
2. All Officers of the Company.
3. All Regional/Divisional Managers, General Managers, Service Managers, and Corporate Department Managers.
4. All supervisors with respect to the employees within their respective areas of responsibility.

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