

**SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION
AFFIRMATIVE ACTION POLICY**

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

I. Policy

It is the policy of the Department of Administration to give our commitment to attract, retain, and develop a highly qualified, diverse and dedicated work force. This policy statement is presented as an embodiment of our commitment to an Affirmative Action program. Our Agency has developed an Affirmative Action plan and taken other positive steps to help achieve our goal of equal employment opportunity for all.

Because our employees are our most valuable resource, it is the Department of Administration's policy that it is each employee's responsibility to ensure all employees and applicants for employment have equal opportunity for success. The Department of Administration's policy complies with all laws providing equal opportunity to all persons without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, veteran status or any other legally protected category.

This policy applies to every aspect of employment including:

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|---------------------|------------------------------|
| -Recruitment | -Classification/Compensation |
| -Benefits | -Hiring |
| -Promotions | -Transfers |
| -Reduction in Force | -Recalls |
| -Leave | -Training |
| -Working Conditions | -Discipline |
| -EPMS | |

The Affirmative Action program is a measure that will remain in effect until our goals are achieved. We encourage full cooperation of all managers, supervisors, and other employees of this agency.