

State Human Resources Policy #E24-101.06

Affirmative Action

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.

DEFINITIONS

Agency – The South Carolina Military Department/Office of the Adjutant General

POLICY

1. The South Carolina Military Department is an affirmative action/equal opportunity employer, and is committed to attracting, hiring, retaining, and developing a highly qualified, diverse and dedicated work force without regard to race; color; religion; sex; age; national origin; disability; political affiliation; marital status; veteran status; pregnancy, childbirth or related medical conditions including, without limitation, lactation; or any other legally protected category.

2. This Policy applies to all aspects of employment to include:

- Benefits
- Classification/Compensation
- Discipline
- EPES
- Hiring
- Leave
- Promotions
- Recalls
- Reductions in Force
- Recruitment
- Training
- Transfers
- Working Conditions

3. All managers, supervisors, and other employees of this Agency will adhere to this policy in all aspects of employee actions and interactions.

4. The State Human Resources Officer (State HRO) is the Agency's representative for Affirmative Action actions, and will ensure the Agency and its programs are in compliance with all local, State and Federal laws and regulations in regards to Affirmative Action.

PROCEDURE

1. The State HRO will ensure all employees receive a copy of this policy during their initial in-processing. A copy of this policy is available to all employees at <https://sctag.org/policies>.

2. The State HRO will promptly investigate and/or direct the investigation of any allegations of actions in violation of this policy, and will report the status/results of those investigations and any recommendations for corrective actions to the Adjutant General, the Deputy Adjutant General for State Operations and the Chief of Staff for State Operations.