**Agency Template for:**

**Equal Employment Opportunity Policy Statement and Plan**

**[Agency Mission Statement]**

**[Agency Vision Statement]**

**[Other Statement]**

**I. Purpose:**

The purpose of the Equal Employment Opportunity Plan is to communicate to employees, job applicants, State and federal regulatory agencies, and members of the public, the agency’s commitment to providing a work environment free from discrimination, harassment, intimidation, coercion, and retaliation, as prohibited by law.

**II. Policy Statement:**

It is the continuing policy of the [Agency name] to comply with all applicable federal and State laws prohibiting employment discrimination and to provide equal opportunity to all employees and applicants for employment without regard to age, ancestry, color, creed, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation (belief or opinion), sex, sexual orientation or any other protected status. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. Participation in a complaint process is protected from retaliation under all circumstances. Other acts to oppose discrimination are protected as long as the employee was acting on a reasonable belief that something in the workplace may violate EEO laws. [**Agency name**] complies with all applicable federal and State laws prohibiting discrimination in employment, including but not limited to:

* **State Personnel and Pensions Article of the Annotated Code of Maryland, Title 2-302; Title 2-203.1 and Title 5, Subtitle 2**;
* **Executive Order 01.01.2007.16, Code of Fair Employment Practices;**
* **State Government Article, Title 20;**
* **Title VII of the Civil Rights Act of 1964;**
* **Title I of the Americans with Disabilities Act (ADA);**
* **The Age Discrimination in Employment Act (ADEA);**
* **The Equal Pay Act of 1963 (EPA);**
* **The Pregnant Workers Fairness Act (PWFA).**
* [**Additional information**]

[**Agency name**] is committed to promoting the full realization of equal employment opportunity which aims to eliminate discrimination based on factors which are irrelevant to job performance. Every effort will be made to ensure that all employment decisions and personnel actions are administered in conformance with State and federal statutes and regulations governing equal employment and personnel management, including (but not limited to) recruitment, selection, training, promotion, transfer, termination, and other benefits related to employment. This commitment must be an integral part of every aspect of [**Agency name**] personnel policy.

[**Agency name**] Fair Practices Officer is responsible for ensuring that full cooperation is provided by all agency employees in the processing and resolution of complaint matters and investigations within the agency.

Managers and supervisors are responsible for ensuring that the [**Agency name**] adheres to the State’s policy related to fair and non- discriminatory employment practices. In addition, managers and supervisors are responsible for cooperating with EEO officials in complaint matters and are expected to support the participation of their employees in EEO matters. It is the policy of [**Agency name**] that all complaints of discrimination or other unfair employment practices be thoroughly investigated and promptly resolved, as appropriate.

[**Agency name**] will foster a highly qualified and diverse workforce to support the Agency’s mission. [**Agency name**] goal is to have a workforce that is reflective of our State. We will develop and implement policies that promote equal employment opportunity and workforce diversification reflective of the availability of women, minorities, and persons with disabilities in the relevant labor market. [**Agency name]** will develop and implement programs, activities, and events to acknowledge and educate about diversity and cultural differences.

The equal employment opportunity officer shall prepare an annual report on or before October 15th of each year. This report will be submitted to the Statewide Equal Employment Opportunity Coordinator and will document the degree to which [**Agency name**] has achieved its current goals and objectives and the goals and objectives for the next fiscal year.

**III. Complaint Procedure**

An employee or applicant for employment, may file a complaint of discrimination with the head of the principal unit, fair practices officer, or equal employment opportunity officer.

1. Complaints must be filed within one year (1 year) after first knowing or reasonably knowing of the alleged violation.
2. A complaint filed under SPP Title 5-211 (A) (2) alleging harassment in violation of § 20-606 (a) (5) of the State Government Article must be filed within two years (2 years) after the alleged violation that is the basis for the complaint. This includes but is not limited to sexual harassment complaints and bullying complaint that include a protected status basis.
3. The complaint should be made in writing.
4. Within thirty (30) days, the EEO Officer shall investigate the complaint and recommend a proposed decision to the head of the principal unit.
5. The head of the principal unit (or designee) shall issue a written decision to the Complainant and may grant an appropriate relief.

**Appeal Process**

1. Within ten (10) days after receiving a decision, a Complainant may appeal the decision in writing to the Statewide EEO Coordinator.
2. Within thirty (30) days after receiving an appeal, the Coordinator shall review the complaint and the decision being appealed, conduct any necessary investigation, and determine if a violation has occurred.
3. If it is determined that a violation has not occurred, the complaint shall be dismissed and the decision is final.
4. If it is determined that a violation has occurred, appropriate remedial action shall be taken.

**Election of Procedures**

Employees in the State Personnel Management System may elect to pursue an allegation of employment discrimination under (1) the aforementioned complaint procedure or (2) the grievance procedure in Title 12 of the State Personnel and Pensions Article of the Annotated Code of Maryland.

In addition to filing a complaint according to this complaint procedure, an employee or applicant for employment, may also file a complaint of discrimination with the Maryland Commission on Civil Rights (MCCR) or the U.S. Equal Employment Opportunity Commission (EEOC), or in court.

**IV. Workforce Composition Analysis[[1]](#footnote-1) [FY \_\_\_\_\_\_\_\_\_\_\_\_\_]**

A comparison of [**Agency name**] workforce to the civilian labor force in the State of Maryland reveal … [please explain what information you revealed]

There is an under-utilization of … [explain areas of under-utilization, if any, such as underutilization in a particular race or gender category]

*Note: Examples of areas you may also consider including:*

[Provide statistics of Separations]

[Provide statistics of Terminations]

[Provide statistics of Rejections on Probation]

[Discuss EEO Complaint Trends]

[Provide a Summary of Agency Self-Assessment; Strengths and Deficiencies]

**V. Program Objectives and Implementation**

**Training and Development**

|  |  |
| --- | --- |
| **Planned activities toward completion of EEO training and development goals** | **Targeted date** |
| **1.** | **xx/xx/xxxx** |
| **2.** | **xx/xx/xxxx** |
| **3.** | **xx/xx/xxxx** |

[**Agency name**]requires training of each new employee and the [bi-annual, annual] training of each current employee as required in our EEO plan. Each employee is required to go through [**name of training(s)**] as part of their new employee orientation.

[**Agency name**] complies with mandated trainings as established by law.

[**Agency name**] provides leadership and training to managers, supervisors, and staff employees in [**name of training(s)]**.

**Diversity and Inclusion**

|  |  |
| --- | --- |
| **Planned activities toward completion of EEO diversity and inclusion goals** | **Targeted date** |
| **1.** | **xx/xx/xxxx** |
| **2.** | **xx/xx/xxxx** |
| **3.** | **xx/xx/xxxx** |

**What recruitment efforts have been made with respect to promoting diversity in hiring minorities, females, and individuals with disabilities? [List]**

*Note: Examples of areas you may consider:*

[Identify recruitment efforts with targeted colleges and universities]

[Identify professional journals in which to advertise positions]

[Identify websites in which to advertise positions]

[Identify professional associations serving minority interests to advertise available positions]

[Identify personnel practices]

[Provide information regarding internal competitive promotions for all occupations]

[Provide information regarding internal selections for all positions]

[Provide statistics/strategic activities related to the employment of persons with disabilities]

[Provide information regarding triggers and barriers of employment]

[Additional information]

**Reporting goals with respect to EEO**

|  |  |
| --- | --- |
| **Planned activities toward completion reporting goals** | **Targeted date** |
| **1.** | **xx/xx/xxxx** |
| **2.** | **xx/xx/xxxx** |
| **3.** | **xx/xx/xxxx** |

**[Other subtitles]**

1. The workforce Composition analysis can be found in the EEO annual report data distributed by the Office of the Statewide EEO Coordinator. [↑](#footnote-ref-1)