



Equal Employment Opportunity (EEO) and Affirmative Action Policy

Revision Date: 03/21/2022

- I. **AUTHORITY:** La. R.S. 36:601 *et seq*; Title VII of the Civil Rights Act of 1964 as amended, by the Equal Employment Opportunity Act of 1972; Title I and Title V of the Americans Disabilities Act of 1990; Age Discrimination in Employment Act of 1967; Equal Pay Act of 1963; Veteran's Employment Opportunity Act of 1998, as amended; and Title II of the Genetic Information Nondiscrimination Act of 2008.
- II. **PURPOSE:** To establish the Louisiana Department of Wildlife & Fisheries (LDWF)'s policy prohibiting discrimination in all terms and conditions of employment, including but not limited to recruitment, selection, placement, transfer, promotion, training, compensation, leaves of absence, etc.
- III. **APPLICABILITY:** All employees are responsible for complying with this policy and for supporting its implementation according to their level of responsibility and authority.
- IV. **POLICY:** LDWF operates under a continuous and affirmative concept of equal employment opportunity for all persons, regardless of race, color, religion, age, gender, sexual orientation, national origin or ancestry, marital status, physical or mental impairment, pregnancy, veteran status, or other non-merit factors. All persons are recruited, selected, placed, and compensated without regard to non-job-related factors.
- V. **RESPONSIBILITIES:**
 - A. Any employee who is responsible for making decisions or recommendations with respect to recruitment, evaluation, selection, promotion, compensation, training, and termination of employees is responsible for adhering to LDWF's policy and program for ensuring that no person is discriminated against in any phase of employment because of non-merit factors.
 - B. The Human Resources Director will serve as the EEO Officer with the overall responsibility for LDWF's EEO/Affirmative Action Plan. Specific responsibilities are assigned to the Human Resources Director and other designated staff members.

The responsibilities of the Human Resources Director include but are not limited to the following:

- 1. Coordinate equal employment and affirmative action efforts for the Department, and be available to all employees and management to discuss any aspect of the Department's activities in this area.
 - 2. Serve as liaison between the Department and the governmental enforcement agency.
- C. Employees are responsible for cooperating fully with any investigation of a complaint of harassment or discrimination. Information related to complaints and investigations will remain

confidential to the fullest extent possible. Employees cooperating in an investigation shall maintain the confidentiality of the investigation to protect the reputations of all involved.

VI. COMPLAINT PROCEDURES:

- A.** Any person who believes to have experienced or has knowledge of discrimination should file a written complaint with the Human Resources Director within 14 days in which the incident occurred. The complaint should include as much information as possible, specifically, the date of occurrence, details of the event and type of discrimination charged, location or office where discrimination occurred, and suggested resolution or type of reasonable accommodation requested to allow participation in the program or activity provided by the department.
- B.** Upon receipt of the complaint, the Human Resources Director will conduct an investigation and present suggested resolution or reasonable accommodation to the Secretary for final disposition. Within 60 days from the receipt of the complaint, the complainant will be notified in writing of the resolution.
- C.** If the investigation determines that an employee is guilty of discrimination or harassment of another person, appropriate corrective action will be taken against the offending employee, up to and including dismissal.
- D.** If after investigating a complaint of harassment or unlawful discrimination, LDWF determines the complaint is not bona fide or that the complainant provided false information regarding the complaint, corrective action may be taken against the individual who filed the complaint or provided false information, up to and including dismissal.

VII. CONFIDENTIALITY

Management may be required to inform those on a need-to-know basis of the details surrounding the complaint. This should not deter anyone from filing complaints of discrimination or harassment. Confidentiality violations will be handled on a case-by-case basis.

VIII. PROHIBITION AGAINST RETALIATION

Charges of harassment or discrimination are serious charges and employees should report incidents when they occur. No employee who makes a good faith complaint or who participates in an investigation of a charge made under this policy shall be adversely affected because of the complaint or participation. Acts of retaliation shall be reported immediately to the Human Resources Director and will be promptly investigated and addressed.

IX. POSTING OF POLICY

This policy is posted on the Intranet for employee access. Supervisors are responsible for notifying and providing a copy of this policy or any revisions to employees who do not have Intranet access. This policy is also posted on the LDWF Internet site for public access.

X. VIOLATIONS

Employees who fail to adhere to this policy may be subject to corrective action, up to and including dismissal.

XI. EXCEPTIONS

The Secretary or his designee(s) may grant an exception to any provision of this policy, provided such exception shall not be in conflict with Civil Service Rules and/or Federal or State Regulations.

XII. SECRETARY'S STATEMENT

My personal commitment to this policy is complete. I intend that my actions and the actions of every employee in LDWF will support the spirit of this policy.

ISSUE DATE: 10/6/1989

REVISION DATES: 4/1/1991, 7/3/1996, 3/10/2008, 03/21/2022