

SUBJECT: Equal Employment Opportunity and  
Unlawful Discrimination

APPROVED BY:

EFFECTIVE  
DATE: 03-01-05 (replacing 10-15-98)

Executive Director

Reviewed (no changes): 09-20-07 09-02-09

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### Policy

McIntosh Trail CSB and its employees are subject to the provisions of federal law prohibiting unlawful discrimination on the basis of age, gender, color, disability, national origin, political affiliation, race or religion. McIntosh Trail CSB and its employees are also subject to the provisions of the Georgia Fair Employment Practices Act as administered by the Commission On Equal Opportunity. It is the policy of McIntosh Trail CSB to administer a personnel management program in compliance with the equal employment opportunity laws, rules and regulations cited above.

### Procedure

1. Supervisory staff will be responsible for ensuring that no employee or potential employee be subjected to unlawful discrimination. All supervisors will also be responsible for helping to create a work atmosphere that encourages individual productivity and rewards individual performance.
2. The Employee Relations Department will be responsible to maintain accurate EEO records on a yearly basis.
3. The Employee Relations Manager is responsible for managing all official charges of unlawful discrimination and monitoring corrective action.

### References:

1. Age Discrimination in Employment Act
2. Americans with Disabilities Act
3. Title VII of the Civil Rights Act of 1964, 42 USC 2000e, as amended by the Civil Rights Act of 1991
4. Section 504 of the Rehabilitation Act of 1973
5. Fair Employment Practices Act, Chapter 45-19, as amended.