



## **SOUTH CAROLINA REVENUE AND FISCAL AFFAIRS OFFICE AFFIRMATIVE ACTION POLICY AND PROCEDURE**

**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 Revenue and Fiscal Affairs Office 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 Revenue and Fiscal Affairs Office policy that it is each employee's responsibility to ensure all employees and applicants for employment have equal opportunity for success. The Revenue and Fiscal Affairs policy complies with all laws providing equal opportunity to all persons without regard to race, color, religion, sex (pregnancy, childbirth, or related medical conditions including but not limited to lactation, gender identity, and sexual orientation), parental status, national origin, disability, family medical history or genetic information, political affiliation, marital status, veteran status or any other legally protected category.

This policy applies to every aspect of employment including:

- |                     |                              |
|---------------------|------------------------------|
| -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.

EEO SC Human Affairs Commission Employment Discrimination information posted in RFA break rooms.