LICENSING AND REGULATORY AFFAIRS CUSTOMER DRIVEN. BUSINESS MINDED.	**Effective Date:**	09-12-2011
	Policy #:	G-13
	Supersedes:	**10-20-2004**

Subject: **Equal Employment Opportunity**	**Page:**	1 of 1

POLICY

It is the policy of the State of Michigan and the Department of Licensing and Regulatory Affairs (LARA) to pursue equal employment opportunity regardless of race, religion, color, sex, sexual orientation, height, weight, marital status, national origin, age, disability, genetic information, or partisan consideration, as defined by federal and state law in the department's relationship with applicants for employment, employees of the department, and the public in all aspects of employment including recruitment, selection, retention and promotion.

RESPONSIBILITIES

- Executives, managers, and supervisors are responsible for ensuring that recruitment for vacancies is handled in a manner to attract a qualified, diverse applicant pool and that hiring decisions are based on job-related factors.
- Executives, managers, and supervisors will make hiring decisions based upon an evaluation of workforce needs and an evaluation of a person's qualifications and ability to satisfactorily perform the essential duties of the position with or without accommodation, consistent with applicable law, rules, regulations, and contractual requirements.
- Executives, managers, and supervisors will make promotion and career advancement decisions in accordance with the principles of EEO by 1) promoting employees based on experience, training, and ability to perform duties of a higher level, and 2) encouraging employees to participate in available career advancement activities, e.g., training programs (internal and external).
- Executives, managers, and supervisors are responsible for making reasonable efforts to assure that all employees are provided a work environment that gives every employee the opportunity to succeed. Employees shall be treated in a non-discriminatory manner, consistent with applicable law, rules, regulations, and policies.
- The LARA EO Coordinator will promptly investigate allegations of violation of this policy.