

**AFFIRMATIVE ACTION PROGRAM
FOR EQUAL EMPLOYMENT OPPORTUNITY**

1. General Declaration of Policy:

- a. Fort Mill Housing Services, Inc., (FMHSI), declares that the policy is to comply with Executive Order No. 11246, as amended. This affirmative action program is intended to provide employment opportunity in management, on construction or other activities of FMHSI on the basis of merit and without discrimination because of race, color, religion, sex, handicap, familial status or national origin.
- b. FMHSI in compliance with its Annual Contributions Contract, Part II, Section 304, will not discriminate against any employee or applicant for employment because of race, color, religion, sex, handicap, familial status or national origin.
- c. FMHSI will require all contractors and subcontractors coming within the purview of Executive Order 11246, as amended, with whom it transacts business, to comply in all respects with said Executive Order.

2. Employment and Promotion by FMHSI

- a. FMHSI will recruit, hire and in the course of employment deal with all employees on the basis of merit and ability and without discrimination because of race, color, religion, sex, handicap, familial status or national origin except where sex is a bona fide occupational qualification.
- b. FMHSI will at all times receive job applications and fill vacancies without regard to race, color, religion, sex, handicap, familial status or national origin. It will maintain in its active file for six months any application, which has been received. In connection with any vacancy for the same or related employment FMHSI will consider all applications in the active file. In filling the vacancy FMHSI will give great weight to:
 - 1. Both the qualifications of the applicants and their potential for developing through training the abilities to effectively perform the requirements of the vacant position.
 - 2. The possibility of promotion within the ranks of FMHSI's staff.
 - 3. The possibility of reducing any imbalance in the number of minority-group employees in any category or related category of employment, in ratio to population distribution in the Fort Mill area and unemployment and under-employment of population segments.

3. Notice to Employees and Applicants

- a. FMHSI will communicate the policies declared above to the employees and to all applicants for employment through posting on bulletin boards, distribution of printed materials, and discussion with the individuals concerned.
- b. All personnel engaged in recruitment, training or other personnel related programs will be informed of their responsibilities in connection with these policies and will be required to implement them.
- c. These policies shall be communicated to any employment agency, educational institution, labor organization or other organization through which staff may be recruited or employed.
- d. All advertisements for employees shall carry the words "An Equal Opportunity Employer".
- e. FMHSI will encourage persons to seek employment with FMHSI on the basis of individual merit and will encourage employees to seek advancement on that basis.

4. Non-Discrimination in Internal Matters

- a. Consistent with the policies expressed above FMHSI will not discriminate because of race, color, religion, sex, handicap, familial status or national origin in compensation for the same or equivalent duties or in opportunity for overtime work, or in terminations of service, suspensions, layoffs, demotions or reemployment.
- b. FMHSI will not discriminate because of race, color, religion, sex, handicap, familial status or national origin in facilities, services, or programs that it offers to its employees.

5. FMHSI's Responsibilities Respecting Its Contractors

- a. As the recipient of federal financial assistance, the Housing FMHSI of Fort Mill will require that its contractors and subcontractors which are not exempted from Executive Order 11246, as amended, shall comply with said Executive Order and all other Federal, statutory, regulatory Executive Order, and contractual requirements relating to Equal Employment Opportunity.
- b. FMHSI will require all contractors or subcontractors on its HUD assisted construction projects to take affirmative action to ensure that employees and applicants for employment are not discriminated against because of race, color, religion, sex, handicap, familial status or national origin. Such action shall include, but not be limited to employment, upgrading, demotion or transfer, recruitment or recruitment advertising, selection for

training, including apprenticeship, and posting notices regarding the equal opportunity requirements of Executive Order 11246 in conspicuous places.

- c. In addition, FMHSI will require the following classifications of contractors or subcontractors to submit written affirmative action programs and annual equal employment opportunity reports:
 - 1. Prime contractors of \$100,000 or more on projects costing \$1 million or more
 - 2. Subcontractors of \$100,000 or more on projects costing \$1 million or more
 - 3. Other contractors for which the HUD Contract Compliance Officer requires written programs and reports because of location, previous patterns or practices or other special factors.

Such written program and reports will be reviewed by FMHSI personnel for compliance.

- d. FMHSI will report to the Equal Opportunity Representative any evidence of non-compliance by its contractors or subcontractors with Executive Order 11246 as amended, and any complaint received from an employee or an applicant for employment; and will cooperate with HUD in investigation thereof, and in carrying out sanctions against any violation.