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**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SOUTH CAROLINA DEPARTMENT OF DISABILITIES AND SPECIAL NEEDS (DDSN). THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. DDSN 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.**

## **POLICY STATEMENT**

It is the policy of the South Carolina Department of Disabilities and Special Needs (DDSN) that all employees and applicants for employment are afforded equal employment opportunity. It is in that regard that we present this policy statement as an embodiment of our commitment.

### **Top Level Support**

The Commission, State Director, Associate State Directors and other Central Office Staff of DDSN have given unequivocal support for the success of an affirmative action program of equal employment. The Commission has enunciated and does periodically reaffirm an explicit equal

employment policy that has maintained a climate of acceptance. The Director of Human Resources communicates the purposes and goals of the program; initiates needed training to combat any possible resistance to change; and critically assesses all ongoing operations. The policy of the Commission, the State Director and the Department is publicized internally and externally through such means as policy memorandums, administrative directives, speeches, articles, bulletin boards, employee manuals and training sessions. The State Director transmits policy to all Facilities under the supervision and direction of the Director of Human Resources.

### **Equal Employment Practice**

It is the practice of DDSN to recruit, hire, train and promote employees without discrimination because of race, religion, color, political affiliation, disability, national origin, sex or age; except where sex, age or physical qualification is a bonafide occupational qualification. Furthermore, it is DDSN's practice to take affirmative action to remove any disparate effects of past discrimination and to prevent future discrimination because of race, religion, color, disability, national origin, sex or age; except where sex, age or physical qualification is a bonafide occupational qualification. This practice applies to all levels and phases of human resource management such as recruitment advertising, testing, hiring, training, promotion, transfer, leave practice, rates of pay and selection for supervisory positions. Furthermore, all officials and employees of DDSN, as well as employment agencies and agencies with whom DDSN contracts, will be informed of this policy and practice statement.

DDSN developed an Affirmative Action Plan to help achieve our goal of equal employment opportunity for all. Members of our Commission have reviewed the plan and are committed to implementing the goals and timetables established in the plan.

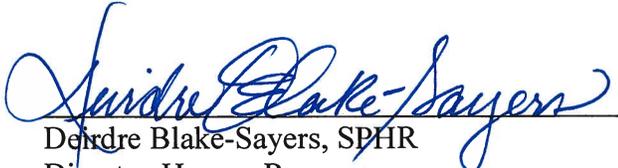
Employees of DDSN are provided with a copy of the Equal Employment Practice Statement. Also, copies are posted on bulletin boards at the Central Office and at all District Offices and Regional Centers. It is the responsibility of District Directors, Facility Administrators and Human Resources (HR) Directors to ensure that this action is carried out.

The District Directors, Facility Administrators, Program Administrators, and the HR Directors are responsible for keeping employees of DDSN and the public informed of DDSN's commitment to Equal Employment Opportunity. This is accomplished through the use of bulletins, regular staff meetings, and employee orientation sessions. This practice has been in effect since July 1, 1973.

The District Directors and HR Directors are responsible for establishing a system of feedback controls within all departmental levels. This system of feedback is communicated to the Director of Human Resources. The Director of Human Resources has designated one person at each Facility to serve as liaison on all matters pertaining to Affirmative Action and Equal Employment Opportunity.

The Affirmative Action Program will remain in effect until such goals are achieved and fair representation exists. We expect the full cooperation of all managerial, supervisory and other employees in this program.

Periodic progress reports are compiled and reviewed internally to determine progress and/or needs regarding Affirmative Action. The appropriate employees are advised of the status and any requirement for action on their part.

  
Dendre Blake-Sayers, SPHR  
Director-Human Resources  
(Originator)

  
Beverly A.H. Buscemi, Ph.D.  
State Director  
(Approved)

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