

	<h1>CORPORATE POLICY</h1>	Number: HR 4.1 Owner: Organizational Development Type: Human Resources Effective Date: 3-2011 Last Revision Date: 09/26/2005 Supersedes 03-20-002
Title EQUAL EMPLOYMENT OPPORTUNITY		

SECTION 1 – PURPOSE

To provide equal opportunity for all present and future employees at all levels of State Fund with respect to employment decisions and work practices.

SECTION 2 – POLICY STATEMENTS

It is the policy of State Fund to provide a workplace free of illegal discrimination and harassment.

2.1 No Discrimination

Discrimination or harassment against individuals because of their membership in or association with a protected group is unlawful and prohibited by State Fund.

A protected group is a group or class of persons named in state or federal civil rights laws, specifically: race, color, religious creed, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, political affiliation, or sexual orientation.

2.2 Employment Decisions

Employment decisions will be based on merit and efficiency.

2.3 Investigation of Complaints

Complaints of discrimination and harassment will be promptly, fairly and objectively investigated.

2.4 No Retaliation

Employees who file complaints of discrimination or harassment, those who provide assistance to someone filing a complaint, or those participating in a discrimination or harassment investigation, are assured of freedom from retaliation or reprisal for using the complaint procedure.

2.5 Disciplinary Action

Individuals found to have engaged in inappropriate behavior of a discriminatory or harassing nature or retaliatory behavior will be subject to disciplinary action up to and including termination.

SECTION 3 – APPLICABILITY, SCOPE & BASIS

This policy applies to all members of the State Fund workforce.

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3.1 Basis

- Title VII of the Civil Rights Act of 1964
- Civil Rights Act of 1991
- Rehabilitation Act of 1973, 29 USC 791, et seq. and as amended by ADA
- Americans with Disabilities Act of 1990 (ADA) 42 USC 12101, et seq.
- Americans with Disabilities Amendment Act of 2008
- California Government Code, §§ 12900, §§ 12925-12928, §§ 12940-12951, §§ 19230-19237, §§ 19400-19406, §§ 19790-19799.

NOTICE

All State Fund employees will be required to sign a statement annually that they have read and understand this policy as part of State Fund's *Code of Conduct* acknowledgement process.

SECTION 4 – AUTHORITY

The Chief Executive Officer is responsible for policy assurance and oversight. The Organizational Development Manager, as policy owner, is responsible for compliance with and monitoring of this Corporate Policy.

SECTION 5 – RELATED CORPORATE POLICIES

Sexual Harassment Corporate Policy HR 4.3

SECTION 6 – RELATED DEFINITIONS PROCEDURES, FORMS, & PUBLICATIONS

6.1 Definitions

Equal Employment Opportunity - Equal employment opportunity is non-discrimination (based on protected group status) in recruiting, hiring, promotion, training, disciplinary action, or other terms and conditions of employment.

Discrimination - Discrimination, including harassment, is an act having an adverse effect on the employment opportunities or environment of one or more individuals based on a protected group status.

A protected group is a group or class of persons named in state or federal civil rights laws, specifically: race, color, religious creed, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, political affiliation, or sexual orientation.

Retaliation - Retaliation is defined as negative actions or undesirable changes in a person's employment due to the person having filed or participated in a discrimination or harassment complaint or investigation.

State Fund Workforce - The term 'State Fund Workforce' is used herein solely for purposes of describing a collective group of people who work at State Fund, including Board members, officers, employees, and non-employees. No employer-employee or agency relationship is intended or created by the use of the term. The use of the term has no impact on State Fund's relationships with consultants or independent contractors.

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6.2 Procedures

HR 4.1 – PR1 Equal Employment Opportunity Discrimination Counseling and Complaint System

HR 4.3 – PR1 Sexual Harassment

6.3 Forms

EEO Complaint of Discrimination Form e29400

6.4 Publications *(This space intentionally left blank at this time)*

SECTION 7 – HELP & ADVICE

If you have questions about this Corporate Policy, please contact the Equal Employment Opportunity Unit at eeo@scif.com.

SECTION 8 – REVIEW HISTORY

Review Date	Action Date	Action	Section(s) Revised	Effective Date
03/08/2011	03/08/2011	Final QA	Comprehensive	3-2011