



Department of Insurance
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CHRISTINA URIAS
Director of Insurance

2010 Equal Employment Opportunity Policy Statement

In recognition of its legal and moral obligations, the Department of Insurance hereby commits itself to a policy of nondiscrimination as follows:

1. All personnel transactions shall be based upon merit without regard to race, color, sex, sexual orientation, religion, national origin, age, veteran status, or disability status (except when any of these factors is an existing bona fide occupational qualification). To determine the qualifications of veterans, only that portion of their military record, including discharge papers, that is relevant to the job for which the veteran is being considered should be used.
2. All Department of Insurance management personnel shall actively support recruitment and career-development programs to ensure equitable representation of minorities, females, youth, seniors, LGBT¹ individuals and individuals with disabilities, special-disabled veterans² and Vietnam-era veterans in all job categories and pay grades.
3. The Department of Insurance will incorporate reasonable accommodation personnel practices to facilitate the employment and advancement of qualified special-disabled veterans and disabled persons. The Department will provide reasonable accommodations to otherwise qualified applicants or employees with disabilities unless the accommodation would impose an undue hardship on the operation of the Department or would impose a direct threat to the health or safety of the individual or others in the workplace.
4. The Department of Insurance shall not discriminate against any qualified employee or applicant for employment because he or she is a person with a disability, a disabled veteran or a Vietnam-era veteran. Equal opportunity applies to such employment practices as hiring, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay or other forms of compensation, selection for training, job assignments, accessibility, working conditions and special-duty details.

¹ LGBT means lesbian, gay, bisexual and transgender.

² A "special-disabled veteran" is an individual who was discharged or released from active duty because of a service-connected disability, or an individual who is entitled to compensation (or who would be entitled to compensation absent military retirement pay) under laws administered by the Department of Veterans Affairs for a disability.

5. Harassment on the basis of sex is a violation of federal and state employment discrimination laws, and harassment on the basis of sex or sexual orientation will not be tolerated in the workplace. The Department of Insurance shall not tolerate discrimination in the agency as it creates an intimidating, degenerating, hostile and offensive working environment. Persons harassing and/or condoning harassment of others will be dealt with swiftly and vigorously by disciplinary action up to and including termination. Each employee has an affirmative duty to maintain a workplace free of harassment, intimidation, discrimination, and retaliation.
6. The Department will post and maintain this Equal Employment Opportunity Policy on the employee bulletin board at each of its office locations, on the "Business Services" page of its intranet (<http://cronos/bus/>) and on its publicly accessible Internet home page (<http://www.azinsurance.gov>).
7. All written bid announcements, request for proposals, employment announcements, requests for applications, program brochures, literature and general solicitations shall include the phrase:

"AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY"

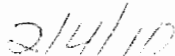
The Department of Insurance is committed to taking equal opportunity to employ and advance in employment qualified females, minorities, individuals with disabilities, special-disabled veterans, and Vietnam-era veterans at all levels of employment.

As Director of the Department of Insurance, I am committed to the principles of equal employment opportunity. To ensure the dissemination and implementation of the Equal Opportunity Program throughout all levels of the Department, Scott B. Greenberg (602-364-3764, sgreenberg@azinsurance.gov), shall serve as Equal Employment Opportunity Administrator for the Department of Insurance.

All divisions and management personnel shall actively support recruitment and career development programs to ensure equitable representation of females, minorities, and individuals with disabilities, special-disabled veterans and Vietnam-era veterans in all job categories.



Christina Urias



Date