

NON-DISCRIMINATION POLICY

The Arizona Health Care Cost Containment System (AHCCCS) is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunity and prohibits discriminatory practices, including harassment and retaliation. Therefore, AHCCCS commits itself to a policy of non-discrimination as follows:

1. AHCCCS shall not discriminate on the basis of race, color, religion, sex, age, disability, national origin, or any other characteristic protected by law. Equal opportunity applies to such employment practices as hiring, placement, promotion, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay or other forms of compensation, selection for training, job assignments, accessibility, and working conditions.
2. All AHCCCS management personnel shall actively support recruitment and career development programs to ensure equitable representation of minorities, females, senior, lesbian, gay, bisexual and transgender (LGBT) individuals, individuals with disabilities, special disabled veterans and Vietnam Era veterans in all job categories and pay grades.
3. AHCCCS shall not tolerate discrimination in the agency as it creates an intimidating, degenerating, hostile and offensive working environment. Each employee has an affirmative duty to maintain a workplace free of harassment, intimidation and/or discrimination. AHCCCS prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.
4. All written bid announcements, request for proposals, employment announcements, requests for application, program brochures, literature and general solicitations shall include the phrase:

“Arizona State Government is an EOE/ADA Reasonable Accommodation Employer”

AHCCCS will make every reasonable effort to ensure that all concerned are familiar with this policy and aware that any complaint of violation of such policies will be investigated and resolved appropriately.

The AHCCCS Non-Discrimination Policy is accessible on the AHCCCS IntraNet (<http://jobs.azahcccs.gov>) at the bottom of the page under Careers, then click on Support Services. It is posted on the AHCCCS Employee InfoNet under Human Resources and Development in the EEOC category. Additionally, it is posted in the 701 E. Jefferson, Phoenix AZ 85034 building on the first floor lobby, cafeteria, and the Human Resources and Development Office located on the fourth floor. It is also posted in the lobby of the 801 building.

As the Director of AHCCCS, I am committed to the principles of Equal Employment Opportunity. To ensure the dissemination and implementation of the Equal Opportunity Policy throughout all levels of the Agency, Veronica Castillon, Employee Relations Administrator, shall serve as the Equal Opportunity Administrator for AHCCCS. Ms. Castillon may be contacted at Veronica.Castillon@azahcccs.gov or (602) 417-4824.



Thomas J. Betlach, Director



Date

Any employee who has any questions or concerns about this policy should talk with Veronica Castillon at (602) 417-4824 at AHCCCS or the Governor's Office of Equal Opportunity at (602) 542-3711 (website: <http://eo.azgovernor.gov>).